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Overview

Some of the most common questions, after a proposal has been submitted, are:

- What happens next?
- Who has it?
- What is the status of the proposal?

This manual will cover these topics so that you will be able to keep track of proposals as they move through the workflow in the Curriculum Proposal System.

The topics covered in this course are:

► Workflow of a Proposal
► College Workflows
► What you see in the Inbox
► Opening Proposals
► Creating Filters

Note:

For questions about the Curriculum Proposal System, e-mail:

curriculum_approval@uakron.edu

For specific questions about a proposal or the materials needed for a curriculum proposal, contact:

###
Lesson 1: Workflows

Overview

Any new proposal that is entered into the system will 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.

When the Originator has completed the proposal and is ready to send the proposal to the first Reviewing Body, they will need to **Submit** the proposal. But, what happens after that?

All proposals move through the workflow in a systematic way, only moving through the process when assigned individuals (at each level) approve the proposal. These assigned individuals are referred to as “Triggers.” Triggers are those people that have been assigned the ability to “Approve” (Submit) a proposal from their respective reviewing body.

The basic flow of a proposal, which can also be seen on page 4, is as follows:

- Proposal is submitted by Originator
- Enters into the College Approval Workflow (see flows, starting on page 6 for your College’s steps)
- Enters into Institutional Reviews (proposal will only be routed to those Institutional Reviews that apply)
- University Review
- Faculty Senate Review (if no objections)
- Provost/Board of Trustees: Once approved at this step, equals the status of “Final Approval Granted” from previous system
- Moves into Post Approval Steps: PeopleSoft Review, Update Course Catalog, DARS Review, and Update Graduate Bulletin. The proposal simultaneously moves into the Archives
Workflow of a Proposal

- **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.

  **Notification of potential impacts.**

  Proposals can be Approved or Recommend Change.

  **CRC serves in advisory role, if needed.**

  **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

  **Approve or Rejected:**
  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**

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.*
College Workflows

Once the Originator has completed the data entry and is ready to move the proposal to the next step in the workflow process, they will submit the proposal. The proposal will then enter into the “College Approval” steps. The next several pages show each College’s Approval process, as defined by the respective College.

At each of the steps in College Approval, the College Reviewing Bodies must review the proposal. Comments can be added by any person in a Reviewing group, and comments will be sent back to the Originator, via e-mail. When all Reviewers have completed their evaluation, the Trigger (assigned person) has the option to Approve the Proposal to move it forward or to Recommend Change which will send the proposal back to the Originator and the beginning of the workflow process.

Once a proposal moves through all the College Approval Steps, the proposal will enter into the Institutional Review Process.
*Arts & Sciences*

```
College Approval

Department Review
Actions: Recommend Change (goes back to Originator) or Approve (2 weeks)

College CRC Review
Actions: Recommend Change (goes back to Originator) or Approve (2 weeks)

BCC Review
Actions: Recommend Change (goes back to Originator) or Approve (2 weeks)

College Review (Dean)
Actions: Recommend Change (goes back to Originator) or Approve (2 weeks)

Institutional Reviews
```
*College of Business Workflow*

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

**Undergraduate or Graduate CC Review**
**Actions:** Recommend Change (goes back to Originator) or Approve

**Undergraduate or Graduate 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**
*College of Education Workflow*

**Department Review**
*Actions*: Recommend Change (goes back to Originator) or Approve
(2 week notification cycle)

**Dean Review**
*Actions*: Recommend Change (goes back to Originator) or Approve
(2 week notification cycle)

**UG/GR CRC Review**
*Actions*: Recommend Change (go back to Originator) or Approve

**College Council Review**
*Actions*: Recommend Change (go back to Originator) or Approve
(2 week notification cycle)

**Final College Release**
*Action*: Approve or Recommend Change (go back to Originator)

**Institutional Reviews**
*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**
*CHP Workflow

**School Review**

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

**CC Review**
(Curriculum Committee)

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

**College Review (Dean)**

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

**Institutional Reviews**
*College of Polymer Science Workflow*

- **Department CC Review**
  
  *Actions*: Recommend Change (goes back to Originator) or Approve

- **Department Faculty Review**
  
  *Actions*: Recommend Change (goes back to Originator) or Approve

- **College Faculty Review**
  
  *Actions*: Recommend Change (goes back to Originator) or Approve

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

- **Institutional 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**
*Wayne College Workflow*

1. **Department Review**
   - **Actions:** Recommend Change (goes back to Originator) or Approve

2. **CWG Review**
   - **Actions:** Recommend Change (goes back to Originator) or Approve

3. **Faculty Review**
   - **Actions:** Recommend Change (goes back to Originator) or Approve

4. **Institutional Reviews**

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Institutional Reviews

Once a proposal has moved through all the College Approval Reviews successfully, the proposal will enter into Institutional Reviews. The possible reviews at this step are:

- Library Review
- IR Review (Institutional Research)
- URC Review (University Review Committee)
- GEAC (General Education Advisory Committee)
- DLRC (Distance learning Review Committee)
- GRC (Graduate School)
- TAG (Transfer Assurance Guide)

When a proposal enters into the Institutional Review step, it will simultaneously go to all of the reviews that are applicable for the specific proposal. There is a two week time frame for these reviews to take place. If a proposal is in Institutional Reviews longer than two weeks, the reviewing body that is overdue will receive e-mail notification alerting them that the proposal is overdue for action. The Originator, Department Faculty, and Dean also get cc’d on this message. A message will be sent every two weeks until the Reviewing Body acts on the proposal.

All proposals will go to the Library Review, IR Review and URC Review. Proposals will only go to GEAC, if it affects General Education. Proposals will only go to DLRC if the proposal is for a course that is being added or changed to web-based or online or if the proposal is indicating an online method for program proposals. Lastly, proposals will only to the Graduate Review (GRC) if the proposal is a Graduate proposal.

Comments can be made by all Reviewers at these various steps. The Originator will receive an e-mail stating a comment has been made to their proposal. At each Review, only the Trigger has the option to Approve (Submit) the proposal to move it forward or to Recommend Change which will send the proposal back to the Originator and the beginning of the workflow process.

If any of the Institutional Reviews recommends a change, the proposal will be returned to Originator Review and the proposal will not move forward in the overall process. **ALL** Institutional Reviews must be “Approved” before moving to the next step, University Review.

**Reminder:** All applicable Institutional Reviews must be completed and approved before the proposal will move forward or back to the Originator via Recommend Change. After all IR Reviews, if one Institutional Review recommends change, the proposal goes back to the Originator and the beginning of the workflow process.
University Review & Beyond

When a proposal enters into University Review, the proposal can be reviewed by those that are a part of the campus reviewing body. The proposal is in this step for two weeks. At this time, any Reviewer can take one of three actions:

1. Open the proposal, review, and do nothing
2. Open the proposal, review, and add a Comment. A Comment is an informal note about a proposal. The name of the person making the comment and the date will be documented on the Comments tab. The Originator will receive e-mail notification when their proposal has a comment added to it.
3. Open the proposal, review and add an Objection. Objections are formal and will adjust the future workflow of the proposal.

Objections are considered appropriate if they raise issues of duplication of content; appropriateness of the initiating unit; questions of academic quality (only appropriate if initiated within the originating academic unit); or it is demonstrated that the proposal adversely affects another program.

After the two weeks in University Review, the proposal will move to the next step in the workflow process. It can go to one of two places, either Faculty Senate Review or to the Curriculum Review Committee.

- **Faculty Senate**: If there were no objections made during University Review.
- **Curriculum Review Committee (CRC)**: If there were objections raised during University Review.

After a proposal is approved by Faculty Senate/Curriculum Review Committee the proposal moves to the Provost/Board of Trustee for final approval. Once approved at this step, the proposal would be considered, “Final Approval Granted.”

Finally, the proposal simultaneously moves to the Archives and to the Post Approval steps of PeopleSoft Review, Update Graduate Bulletin, Update Course Catalog and DARS Review Activities.
Lesson 2: The Inbox

There will be times when you want to find a proposal in order to find out the status or find out where the proposal is in the overall process. However, the system is set-up to only show you those proposals that are in an Activity that you are assigned to. An Activity can be described as a “Status.” As a proposal moves through the Proposal Workflow, it moves from one Activity to the next.

What you see in the Inbox, by default:

1. All proposals in Originator Review from your College. This may include proposals that you initiated as well as ANY proposal that is being worked on in your College in this Activity.

2. Proposals in a College Review that you are a member of, such as Department Review or Faculty Review. (May be other Activities in your College Reviews, each College is different.)

3. Proposals in University Review.

4. If you are a member of other Reviewing Bodies, you will see Proposals in those Activities as well.

If you are looking for an active proposal and it is not in your Inbox, it is because the proposal is in an Activity that you are not a member of. To locate a proposal that you do not see, you will need to use Filters.
## Opening a Proposal from the Inbox

If you locate the proposal that you want to open, you can simply click on the link in the last column (indicates the current Activity).

If there is a link, you can just click on the link to open the proposal.

If there is not a link displayed, that means that another user has the proposal open OR the proposal is in an activity that you are not a member of. If you need to open the proposal to review, you can use the Read Only Mode.
Read Only Mode

Read Only Mode is used primarily for three reasons. These reasons are:

- If you want to open a proposal and not worry about making any unwanted changes.
- If you want to open a proposal, from your default Inbox, that does not have a link in the last column (meaning another user has it opened.)
- If you want to open a proposal that is not in an Activity that you can see by default (meaning you used Filters to find the proposal.)

Steps

1. In the BPM Workspace, you will know a proposal is opened by another user (or if it is not in an Activity that you are a part of), if there is not a link in the last column.

2. Click on the drop down arrow, in the far right, in the last column (to the right of Select action) for the proposal you want to open.
3. Select the option for **Read Proposal**.

4. The proposal opens in Read-Only mode and this is indicated at the top of the page, centered below the proposal number.

   **EDUC-EDFOUND-13-1649**
   **Proposal Number**

   **This Proposal is Read-Only**

   Remember, that in this mode, you are unable to do any kind of updates to the proposal (comments, objections, updating status, etc).

5. When you are finished with the proposal, click on the **Save/Close** button to return to the Inbox.
**Filters**

If you do not see a proposal in the Inbox, first make sure you have reviewed all proposals. By default, you will only see 10 proposals at a time. In the bottom right corner of the Inbox, there are tools that will allow you to move through all proposals in your list. These buttons/arrows appear as follows: 

![Page 20](image)

If you are still unable to find a proposal, it is because it is an Activity that you are not a member of; therefore, you will need to use FILTERS to locate and view it.
Creating a Filter to see all proposals in a specified College:

1. Click on **Show filters** link at the top of the Inbox.

2. Click on the **Select All Processes** arrows to select all available processes for the filter.

3. Below the Processes frame, there is a Conditions frame:

4. In the first field, **Conditions**, use the dropdown to select the criteria for the filter. For this example, select **Description**.

The Description is the proposal number so you can search on any of the components of the number.
5. Click on the **Add condition** link.

   The Conditions fields are now available:

   ![Conditions fields](image)

6. In the blank edit box, enter all or part of the College Code. This will list all proposals in the specified College, regardless of where they are in the Workflow Process.

   - EDUC
   - SUMM
   - BUS
   - CHP
   - A&S
   - POLY
   - ENGR
   - WAYN

   **Note:** If you want to be more specific in your search (limit the number of proposals that display) you can also use the Department Code or if you are looking for a specific proposal, the Proposal Number.

7. Click on the **Apply Filter** button. The Inbox will update.

8. If this is a view that you would like to use multiple times, click on the **Save As View** button.

   ![Save View As](image)

   Enter a name for the View in the **Label** field and click on the **Save** button.

   To use this saved view at a later time, use the **View** dropdown in the top left corner of the Inbox and select the name of the view you created.
A Closer look at Proposals in College Approvals and Institutional Review

College Approval

After the Originator submits a proposal, the proposal enters in the overall process of College Approval. Each College has a specific flow that their proposals must follow before the proposal can leave the College and enter Institutional Reviews (see flows, starting on page 6). If you are searching for a proposal and you use filters, you may see something similar to the following:

It appears that the proposal is in the system twice. Which proposal should you open? Why are there two?

The overall process for each College is given the generic name of “College Approval.” You will only see the Activity of College Approval if you used filters to find the proposal. This Activity will be active in the Inbox until the proposal moves through all steps in the respective College’s approval process. The other entry indicates the exact Action (Status) of the proposal. For example, in the Inbox above, you could determine that the proposal is in the Overall College Approval process, but specifically the proposal is in the Faculty Review step. Therefore, if you want to open the proposal, you would use the arrow in the far right column, to access the Read Proposal option, for the Faculty Review step.
Institutional Reviews

After the College Approvals have taken place, the proposal enters the reviewing step of Institutional Review. The overall process is called Institutional Review. However, the proposal can possibly be going to six different areas for review.

- Library Reviews
- IR Review (Institutional Research)
- URC Review (University Review Committee)
- GEAC (General Education Advisory Committee)- Only General Education Proposals
- GRC (Graduate School Review)- Only Graduate Proposals
- DLRC (Distance learning Review Committee)- Only Distance Learning Proposals
- TAG (Transfer Assurance Guide)

If you are searching for a proposal and you use filters, you may see something similar to the following:

It appears that the proposal is in the system four times, in the example above. Which proposal should you open? Why are there multiples?

The overall process is given the name of “Institutional Review.” You will only see the Activity of Institutional Review if you used filters to find the proposal. This entry will remain in the Inbox until the proposal moves through all necessary steps in Institutional Review. The Join Review Entity is a compilation of the reviews and should be used to review a proposal at this step in the overall process of Institutional Review.

The other entries indicate what reviewing bodies in Institutional Review HAVE NOT completed their review. Therefore, you will know what reviewing groups the proposal is waiting on. If the reviewing body is not listed, for the example above, Library Review, that means the Library already reviewed the proposal and took action (either Recommend Change or Approve).
To see a summary of the action taken on a proposal, open the proposal with the Activity of **Join Review Entity** in Read Only Mode by using the **Read Proposal** option.

Once the proposal is opened, click on the **Audit Trail** tab.
Archives

After a proposal is approved at the Provost/Board of Trustee step, the proposal moves to Post Approval which sends notification for Update Graduate Bulletin (if applicable), Update Course Catalog, PeopleSoft Review and DARS Review Activities. Also, at this time, the proposal leaves the workflow and gets checked in to the Archives. What does this mean to you?

If you are searching for a proposal that has been in the system and you are now unable to locate it, even with filters, the proposal is no longer in the Curriculum Proposal System and can now be found in the Archives. In other words, once the proposal has been granted “final approval” (Approved at Provost Review), you will no longer be able to open the proposal via the Curriculum Proposal System. To find the proposal report and supporting documents, you must go to the Proposal Archives.

The Archives can be accessed from the Curriculum Proposal System Landing Page.
Open an Archived Proposal

1. Click on the link, under Archived Proposals for **Feb 14th, 2011 - Present**.

2. You can use key words to narrow the search. In the search field, attached to the Quick Search button (in the top right corner of window), enter a keyword such as:

   - If you know the Originator? Enter the first name of the person.
   - Do you know the College? Enter the abbreviation of the college, for example: A&S, BUS, POLY, WAYN, EDUC
   - Do you know the proposal number (or the last 4 digits)?

3. After you enter criteria in the field, click on the **Quick Search** button.
Note:

Note the **Title** of the entries. The Proposal Report is the pdf of the proposal and you will also see items such as facultymatrix (Faculty Matrix), syllabus, facultyCV_LastNameFirstInitial (Faculty Curriculum Vitae), etc. These are the names of the files that were attached during the proposal entry. If you see “Other,” this means the Originator did not use the proper naming convention for the file when attaching it to the proposal. You will have to open the attachment to determine what information the file is providing.

4. Click on the link in the **ID** column to open the file.