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Course Overview

CPS, or the Curriculum Proposal System, is an automated workflow system, based on the Oracle BPM Workflow Tool, which supports the academic approval process for curriculum proposals and performs many of the administrative steps in that process.

The Curriculum Proposal System Project was launched to improve the curriculum proposal process and its supporting information system.

The topics covered in this course are:

► Review of the Curriculum Review Process
► Review of the Workflow of the Process
► Key People and Groups will be Identified
► System Overview
► Reviewing a Proposal
► Adding Comments to a Proposal
► Moving the Proposal through the Workflow
► Opening Proposals in the Proposal Archives
Lesson 1: Overview

Faculty Senate’s Curriculum Proposal Process Improvement Project began in early 2009 and went live the Spring 2011 Semester. Some of the objectives, from the onset of the project are as follows:

- Shorten the time to approve program/course changes
- Commitment to an electronic process
- Eliminate the need for paper documents that can get lost or misplaced
- Uniformity across all proposals
- A standardized process

Some of the other benefits of using the Curriculum Proposal System:

- There is a relationship between the CPS and PeopleSoft and DARS.
  - Notifications are automatically sent to keep users involved and up to date.
  - You can use Copy and Paste features to transfer already documented data.
  - Better printing of proposals.
  - Training materials and hands-on training will be available to all users of the CPS.
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.

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. See Appendix G for College Flows.
Lesson 2: System Basics

There are many roles involved with the Curriculum Proposal System so there are variances in how the system will be used. Some users will need to be able to navigate around and be able to create course and program proposals (Originators) while others will need to be able to review proposals at different stages in the process (Reviewers).

Sign In

1. Open an Internet Browser and enter in the Address bar: http://www.uakron.edu/curriculum-proposal/

2. Click on the Launch Curriculum Proposal System link to log in.

The Curriculum Proposal System landing page displays.

Note: Archived Proposals will be outlined in a separate lesson.
3. Enter your **Username** and **Password** and click on the **Login** button. Use your UAnet ID and Password.

![BPM Workspace screenshot]

Your BPM Workspace will display.

**Note:** To logout of the Curriculum Proposal System, click on the **Logout** link in the top right corner of the window.
BPM Workspace

The Workspace is where you will start your working session with the Curriculum Proposal System. You can initiate many tasks from this page such as:

- Create a New Proposal
- See the Activity (status) of a Proposal
- One way to open attachments for review

Note: Do not use the Browser Back button. You will be logged out of the system.
Tips for Using the BPM Workspace & Curriculum Proposal System

- You will only see a proposal in your Workspace when it is in an Activity that you are a member of.

- Do not use the Back Browser button. This will log you out of the Curriculum Proposal System.

- If you need to send the proposal to another person for review, use the Print button. When prompted, you can choose to save the file. After you save the file, you can then attach the proposal to an email message.

- Emails generated from the system, come from: curriculum_system@uakron.edu
Customizing the Columns in the Work Items List

The default BPM Workspace view should be sufficient for your day to day use of the Curriculum Proposal System. You can, however, customize the columns as you see fit.

![Work Items Frame](image)

The columns in the Work Items frame can be rearranged to suit your needs. The column heading contains the name of the column and you will need this name to efficiently move (or remove) a column.
1. Click on the link for **Add/Remove Columns**.

![Add/Remove Columns](image)

2. In the right frame, Presentation Columns, you can see the current layout of the Work Items.

3. If you want to change the order of the columns (left to right), click on the header name to select it.

![Presentation Columns](image)

4. Use the up and down arrows **to adjust the order.**

5. You can also add or remove columns from the Work Items. If you want to remove a column from the view, select it from the Presentation Columns frame and use the left **to move it to the left frame, Available Columns.**
6. There may be some columns that are not in the Work Items view, by default, that may be very useful to you.

Scroll through the list in the Available Columns and locate the column you want added to your BPM Workspace. Select it, by clicking one time on it.

7. Use the right arrow to move to the Presentations Column frame.

8. When you are finished making changes to the columns, click on the Save button.

**Note**: You can add useful columns such as Proposal Type, Originator and Task Participant (shows who currently has proposal open).
Sorting Columns

There may be times when you have a lot of proposals in the Workspace. By default, the first ten proposals will be listed and the oldest is listed at the top. You can sort the columns so that you are able to quickly identify the newest proposals.

1. In the Work Items list, click on the column heading for **Received**. This turns on sorting. Click again to sort the list in the reverse order.

**Note:** You can sort the other columns as well. Click on the column header and the Work Items will be sorted by that column. For example, you can sort by Description to list the proposals by college.
Using Filters in the Curriculum Proposal System

Filters can be used to adjust the listing of proposals in the BPM Workspace. For example, filters can help you locate proposals that may not automatically appear in your Inbox because they are in an Activity that you are not a member of.

Creating a Filter to see all proposals in a specified College:

1. Click on Show filters link.

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. Select Description.
5. Click on the **Add condition** link.

The Condition fields are now available:

```
Description contains [ ]
```

The Description is the proposal number so you can search on any of the components of the number.

![Diagram of College Code, Department code, Proposal Number]

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.

**College Codes:**
- EDUC
- SUMM
- BUS
- PROV
- CHP
- A&S
- POLY
- ENGR
- SUMM
- WAYN

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 filter that you would like to use multiple times, click on the 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.

9. Once the filter is applied, find the proposal you want to open. Click on the drop down arrow in the far right column for the proposal and select **Read Proposal**. You will not have a link to open the proposal in this type of situation.

   ![Select action](image)

   **Note:** Remember, you will only be able to open a proposal if it is in an Activity you are able to see based on your role in the Curriculum Proposal System. If the proposal is listed, but there is not a link in the last column, this simply means that you are not able to open the proposal (in edit mode) at that current Activity.
Opening a Proposal in Read Only Mode

If another user has the proposal open or if the proposal is in an Activity that you role does not allow you to see it, you cannot open the proposal in a way that will allow you to take any kind of action. You can, however, open the proposal in a Read Only mode which will still allow you to open and review the selected proposal.

1. If the proposal is not in an Activity that you can see, you will need to first use filters to get the proposal in your Worklist view.

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

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

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

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

Attached Files

There are different files that need to be submitted for proposals. For example, a course outline or class syllabus needs to be attached for certain proposals. Adding attachments is done before the proposal is submitted.

**Note:** Attachments should follow a naming convention for the type of attachment. This will help the Curriculum Proposal system track and organize attachments in the most efficient way.

For example:

- **(Course Proposals) Course Outline:** courseoutline.doc(x)
- **(Course Proposals) New Online Syllabus:** syllabus.doc(x)
- **(Course Proposals) Traditional Syllabus:** traditionalsyllabus.doc(x)
- **(Program Proposals) Faculty Matrix:** facultymatrix.xls(x)
- **(Program Proposals) Activities Matrix:** activitiesmatrix.xls(x)
- **(Program Proposals) Curriculum Vitae:** facultyCV_lastnamefirstinitial.doc(x)

**Note:** These files can be in other formats such as PDF. However, the actual file name **should** be as underlined above.
Method 1: Reviewing Attachments on Proposal Tabs

1. Open the proposal.

2. To review an attachment, go to the bottom of any tab and look for the **Attachments** frame.

3. In the **Open an existing attachment** frame, locate the attachment that you want to open for review.

4. Click on the **Open** button for the file.

5. The file opens in a new window.
Method 2: Reviewing Attachments in the BPM Workspace

1. Go to the BPM Workspace.

2. Select the proposal from the Work Items. The proposals that have attachments are identified with the Attachment button. To do this, click on the proposal in the Description column to active it. The row will highlight in a light blue color.

The Work Item Detail frame, at the bottom of the window, will now display some data for the selected proposal.

3. Click on the Attachments tab. In this example, there is only one attachment.
4. After you click on the **Attachments** tab, the file(s) will be listed:

![Image of Attachments tab]

5. To open the file, click on the link for the file in the **Filename** column.

![Image of Attachment detail]

**Note:** The **OK** button closes the dialogue box and returns you to the BPM Workspace.

6. Click on the **Download** button.

**Note:** A message may display at the top of the window stating that the download was blocked.
If this occurs, click on the message bar with the mouse and a short menu displays:

Select the option for **Download File**, return to Step 5 and continue.

7. In the File Download box, select **Open**.

8. The file will open in the resident program.

**Note:** See Appendix A for more information about Internet Settings.
Lesson 3: Reviewing a Proposal

Reviewing a proposal in the Curriculum Proposal System starts at the College Review Activity. Each College has a slightly different workflow within their college. See Appendix G for details.

As a Reviewer, in the Curriculum Proposal System, you will be responsible for reviewing the proposal and taking action. There are many levels of reviews in the proposal process. Refer to the Workflow chart on page 4 for details. The **Activity** defines where the proposal is in the proposal process.

Some of the values you may see for **Activity** are:

- College Review (See Appendix G)
- Library Review
- IR Review
- URC Review
- GRC Review
- DLRC Review
- GEAC Review
- TAG Review
- University Review
- FS Review
- Update Graduate Bulletin
- Update Course Catalog
- PeopleSoft Review
- DARS Review
Notifications

Throughout the workflow process, email messages are sent out to the Reviewing Bodies. These email messages serve as a notification to the Reviewers that a proposal is ready to be reviewed.

For example:

**At University Review**-

```
A new, curriculum proposal has been college-approved and is available for review in the University Review activity.

This proposal will remain available for review for 14 days.

Please login to the Curriculum Proposal System and review the proposal.
```

**Note:** Only those that opted in will receive the email notification at the University Review Activity. See Appendix F for instructions on Opting In.

**At URC Review**-

```
A new, curriculum proposal has been submitted and is available for your review in the URC Review activity.

This proposal requires action from you within 14 days.

Please login to the Curriculum Proposal System and review the proposal.
```

**Note:** You can open the Curriculum Proposal System directly from the email message by clicking on the [Curriculum Proposal System](mailto:pstrain@uakron.edu) link. You will be prompted to log in prior to entering into the BPM Workspace.
5 Steps for Reviewers

1. Open the Proposal
   - An email notification will be sent to let you know that a proposal is waiting for your review.

2. Review the Proposal via the Proposal tabs. Be sure to review any notes on the Comment tab. Also, review any attachments found in Attachments frame at the bottom of each tab. Use Read Only Mode if another User already has the proposal open.

3. Comments can be added for information you want to be part of the proposal.
   - An email notification will be sent to the Originator each time a new Comment is added.
   - Comments can be added to a proposal at any point in the proposal process.

4. Objections added --- For University Wide Reviewers only
   - A formal objection that affects the Workflow of the proposal.

5. Take Action - Submit
   - **In College Approval**: Approve or Recommend Change
   - **In Library Review**: Approve or Recommend Change
   - **In IR Review**: Approve or Recommend Change
   - **In URC Review**: Approve or Recommend Change
   - **In GRC Review**: Approve or Recommend Change
   - **DLRC**: Approve or Recommend Change
   - **GEAC**: Approve or Recommend Change
   - **TAG Review**: Approve or Recommend Change
   - **In University Review**: (no status available, only comments and objection can be entered)
   - **In FS Review**: Approve or Reject
Open a Proposal for Review

1. Go to the BPM Workspace.

2. You need to open the Proposal that you are to review. Click on the Activity link, to the far right in the Work Items frame as circled in the screen above.

The status will be different, depending on where the proposal is in the reviewing process. Some of the values you may see, depending on your Reviewing Role, are:

- Department Review
- Faculty Review
- Library Review
- IR Review
- URC Review
- GRC Review
- DLRC Review
- GEAC Review
- TAG Review
- University Review
- FS Review
- Update Graduate Bulletin
- Update Course Catalog

**Note:** If another user has the proposal open, you will see the proposal listed, but you will not have a link for the Activity. You will need to open the proposal in “Read Only” mode to review the proposal at that time. Comments cannot be added when in Read Only Mode.
3. This page will open in a new window, therefore, leaving the BPM Workspace open in the original window.

4. For example, if you are reviewing a course proposal, the following page will display.

Notes:

- In the upper right corner, there is a set of buttons:
  
  ![Submit](submit.png) ![Validate](validate.png) ![Print](print.png) ![Save/Close](save_close.png)

- As a Reviewer, you would utilize the Submit, Print and Save/Close buttons. 
  
  **Submit**: Validates the proposal and sends it to the next step in the Workflow. 
  **Print**: Allows you to print the proposal.

- If you are finished reviewing the proposal and no action is necessary, do not click on the “X” in the top right corner of the window to close the proposal; rather use the **Save/Close** button to close the Proposal window.
Open a Proposal in Read Only Mode

If another user has the proposal open, you cannot open the proposal in a way that will allow you to take any kind of action. You can, however, open the proposal in a Read Only mode which will still allow you to open and review the selected proposal.

1. In the BPM Workspace, you will know a proposal is opened by another user, 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).
3. Select the option for **Read Proposal**.

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

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

1. Review the proposal by clicking on the tabs that are active.

   The active tab is yellow and the light blue tabs are those that are pertinent to this proposal. Tabs that are in a darker blue shade do not apply to this proposal or to this proposal at the current Activity.

2. Be sure to review any notes on the Comments tab while reviewing the proposal.

3. Review any attachments by clicking on the Open button in the Attachment frame (at the bottom of each tab).

Add Comments to the Proposal (Optional)

Comments can be added to a proposal at any point in the proposal process. When a comment is entered into the system, an email notification is sent to the Originator.

1. If you need to add comments to a proposal, click on the Comments tab.

   Please enter comments regarding this proposal here.

   Your comments will be emailed to Landis, Laura L, Landle, Laura L and the Polymer Engineering department representative.

   Name | Date | Comment | Action

2. In the large edit box, enter the comment for the proposal.
3. Click on the Add button in the Action column.

4. The Comments will be listed above the edit box for all proposal Reviewers to see.
Adding an Objection to a Proposal

An objection is a formal statement that affects the Workflow of the proposal (Review the Workflow Process on page 4). Objections can only be added at University Wide Review (UWR.) The Objections tab is not active at other levels of review.

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); and it is demonstrated that the proposal adversely affects another program

1. Click on the **Objections** tab.

2. Enter your objection in the large edit box, using formatting as desired.

3. Click on the **Add** button.

4. If you need to remove your objection, click on the **Remove** button. You can only remove your objection during the current session. If you close the proposal and return, you will no longer be able to use the Remove button.
Taking Action

After a Reviewer has reviewed the proposal and made any necessary comments or logged in an objection, they will need to advance the proposal to the next step in the Workflow process.

If you are not a Trigger and cannot move the proposal to the next step in the process, or if you have completed your review and did not add any Comments or Objections, simply use the Save/Close button to exit the proposal.

A Trigger is a person who has been identified by the College or Reviewing Body as a person that can move the proposal out of a given Activity.

Moving Proposal to the Next Step (for Triggers):

1. At the top right of the window, below the four buttons, there is a **Current Status** field.

![Current Status Field](image)

Use the drop down to select the next step for this proposal. For example:

- **In College Approval**: Approve or Recommend Change (See Appendix G for more information)
- **In Library Review**: Approve or Recommend Change
- **In IR Review**: Approve or Recommend Change
- **In URC Review**: Approve or Recommend Change
- **In GRC Review**: Approve or Recommend Change
- **DLRC**: Approve or Recommend Change
- **GEAC**: Approve or Recommend Change
- **TAG**: Approve or Recommend Change
- **In University Review**: (no status available, only comments and objection can be entered)
- **In FS Review**: Approve or Reject
- **Update Graduate Bulletin, Update Course Catalog, Complete Registrar Activities**: (no status available, just Submit to remove from Workspace)
2. After you select the status, you must click on the **Submit** button to move the proposal to the next step in the process.

**Note**: If the proposal is in University Wide Review, you cannot change the Current Status, you need to use the **Submit** button if you have added any comments or raised an objection.

**Note**: If the proposal is in Update Graduate Bulletin, Update Course Catalog or Complete Registrar Activities, you will need to use the **Submit** button to complete the workflow process and remove the proposal from your BPM Work Items.
Reviewer Outlines

College Approval (see Appendix G)

- Open Proposal via BPM Workspace.
- Review Proposal and any corresponding attachments.
- Add any necessary notes on Comments tab.
- If you are a Trigger, select a status, Approve or Recommend Change and select the Submit button to move the Proposal to the next step in the Workflow. If you are not a Trigger, use the Save/Close button. Click Yes, if you made Comments.

**Note**: CIP Code is REQUIRED before a proposal leaves the College. The proposal cannot be submitted without the CIP Code being entered.

Institutional Reviews (Library Review, IR Review, URC Review, GRC Review, DLRC, GEAC)

- Open Proposal via BPM Workspace.
- Review Proposal (including Comments tab) and any corresponding attachments.
- Add any necessary notes on Comments tab.
- If you are a Trigger, select a status, Approve or Recommend Change and select the Submit button to move the Proposal to the next step in the Workflow. If you are not a Trigger, use the Save/Close button. Click Yes, if you made Comments.
University Review

- Open Proposal via BPM Workspace.
- Review Proposal (including Comments tab) and any corresponding attachments.
- Add any necessary notes on Comments tab.
- Add any formal objections on the Objections tab.
- Select the Submit or Save button. After two weeks, the proposal will automatically move to the next step in the Workflow.

CRC Review

- Open Proposal via BPM Workspace.
- Review Proposal (including Comments tab) and any corresponding attachments.
- Add any necessary notes on Comments tab.
- If you are a Trigger, select a status, Recommend Change, Recommend Approve or Recommend Reject and select the Submit button to move the Proposal to the next step in the Workflow. If you are not a Trigger, use the Save/Close button. Click Yes, if you made Comments.

FS Review

- Open Proposal via BPM Workspace.
- Review Proposal (including Comments tab) and any corresponding attachments.
- Add any necessary notes on Comments tab.
- If you are a Trigger, select a status, Approve or Reject. Select the Submit button to move the Proposal to the next step in the Workflow.
- If you are not a Trigger, use the Save/Close button. Click Yes, if you made Comments.
Lesson 4: UCM – Proposal Archives

Proposals will be in the Archive once they have completed the workflow process, have been rejected, or at the point of when a proposal has been withdrawn from the Curriculum Proposal System. Proposals that were entered into the New Curriculum Proposal System will be in the Feb 14\textsuperscript{th}, 2011-Present area and any proposal entered in the old system can be found in the 1999-Feb 14\textsuperscript{th}, 2011 area.

Accessing the UCM

1. Open an Internet Browser and enter in the Address bar:  
http://www.uakron.edu/curriculum-proposal/

2. Click on the link for \textit{Feb 14\textsuperscript{th}, 2011-Present} which will allow you to search for proposals in the new Curriculum Proposal System.

   \textbf{Note}: To locate older proposals, located in the older system, you can click on the link for \textit{1999-Feb 14\textsuperscript{th}, 2011}.
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
   - 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 it is providing.

4. Click on the link in the **ID** column to open the file.
Appendix A: Faculty & Activity Matrix

The Faculty Matrix is required for Program Proposals. On the Faculty tab, you must select the Yes radio button for the field, **Has the Faculty Matrix been attached?** The file name should be:

`facultyMatrix`

The Activity Matrix is also required for Program Proposals. On the Faculty tab, you must also select the Yes radio button for the field, **Has the Activities Matrix been attached?** The file name should be:

`activitiesMatrix`

The Faculty Matrix and Activities Matrix will be available on the Provost’s website.

**Faculty Matrix**

![Excel sheet showing Faculty Matrix]

**Activity Matrix**

![Excel sheet showing Activity Matrix]
Appendix B: BPM Workspace Proposal Preview

Previewing the Proposal from the BPM Workspace

If a proposal is in the Work Items list, you can preview the proposal from the Work Item Detail frame at the bottom of the BPM Workspace window. This is a method that can help you quickly review a proposal without fully opening the proposal in a new window.

1. Return to the BPM Workspace.

2. Select the proposal from the Work Items. To do this, click on the proposal in the Description column to active it.

The Work Item Detail frame, at the bottom of the window, will now display some data for the selected proposal.
3. Click on the arrow button, as circled above.

4. The Work Item Detail will expand and display the proposal tabs.

5. You can review the proposal from this view by clicking on the tabs to read the data.

**Note:** If you are at an Activity in the workflow where you are able to make changes or update a status you can make those adjustments from this preview.
Appendix C: Mozilla Firefox- Pop-up Blocker

Pop-up Blocker in Firefox

If you are using Mozilla Firefox as your Internet Browser, you will need to make a setting change to allow for pop-up from The University of Akron’s website. You only need to do this one time. If you do not allow for this setting, proposal pages will not display.

1. Open Firefox.

2. From the menu select Tool, Options. Click on the Contents tab.

3. Click on the Exceptions button to the right of the Block pop-up windows checkbox.
4. The Allowed Sites- Pop-ups box displays.

5. In the **Address of web site** field enter:
uakron.edu Then, click on the Allow button.

6. In the **Address of web site** field enter:
uanet.edu Then, click on the Allow button.

7. Click on the **Close** button.

8. Click on the **OK** to close the Options box.
Appendix D: Creating Filters in Outlook Email

You can create a filter in Outlook to automatically move incoming emails from the Curriculum Proposal System into a specified folder. If you create the folder, you will need to make sure that you open the folder on a regular basis to be certain you do not miss any proposal deadlines. This is just a tool to organize the messages from the system in your Outlook Inbox.

1. In your Outlook Inbox, right click over the Mailbox in the Navigation Pane.

2. From the short menu, select the option for **New Folder**.
3. Give the folder a name, such as Curriculum Proposal System. Click on the OK button.

4. Now, a rule needs to be created to send all messages to the new folder. From the menu select **Tools, Rules and Alerts**.
5. Click on the **New Rule** button.

![Image of Rule Wizard](image)

6. In the Stay Organized area, make sure **Move messages from someone to a folder**, is selected.

7. In the Step 2 frame, at the bottom, click on the link for **people or public group**.

![Image of Rule Address](image)

In the From field, enter **curriculum_system@uakron.edu**

8. Click on the **OK** button.

The address you just entered will now show in Step 2.

10. Click on the specified (folder) link so that you can choose the folder you created.
11. Click on the Curriculum Proposal System folder (or whatever folder you created in earlier steps). Click on the OK button.

12. Click on the Next or Finish button.
13. The Rules and Alerts box displays again.

Click on the OK button.

14. Now, when a new message comes into your Inbox from the Curriculum Proposal System, it will now automatically be filtered (or sent) to the specified folder. You will need to open that folder to get the message - it will not be delivered to your Inbox.
Appendix E: Sample of Printed Proposal (PDF)

Printing a proposal from the Curriculum Proposal System is done by clicking on the Print button in the top right corner of the proposal entry pages. The proposal must first be saved to the system before it can be printed.

Below is a sample of what a printed proposal will look like:

You can print the proposal by clicking on the Print button. You can also review the proposal by using the vertical scroll bar to advance through the pages. As an alternative, you can also use the Next and Previous Page buttons.
Appendix F: Opting In – University Wide Review Notification

Any member of the Campus Community can review curriculum proposals. Only those that opt-in, will receive email notifications as to when a new proposal enters UWR. You can opt in via the Landing Page for the Curriculum Proposal System.

1. Open an Internet Browser and enter in the Address bar: http://www.uakron.edu/curriculum-proposal/

   The Curriculum Proposal System landing page displays.

2. Click on the link for **OPT-IN** under the heading Notification Options.

3. Click on the **Send** button.
Appendix G: College Workflows

*Arts & Sciences*

- **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 CCC 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)

**Undergrad or Grad 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*

**Department Review**

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

**CWG Review**

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

**Faculty Review**

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

**Institutional Reviews**
Appendix E: Audit Trail

There may be times when you want to see when a person worked on a proposal or who has a proposal open. You can get general information about a proposal by using the Audit Trail tab on the open proposal. You can also get this information from the Workspace using these instructions.

1. Return to the BPM Workspace.
2. Select the proposal from the Work Items. To do this, click on the proposal in the Description column to active it.

The Work Item Detail frame, at the bottom of the window, will now display some data for the selected proposal.

3. Click on the Audit Trail tab.

The Expand button needs to be expanded.
4. After you click on Audit Trail, additional information will display.

5. The Work Item Detail will now list the Activities for the proposal. If you want to find additional information at a certain Activity level, you can click on the Expand button to the left of the Activity.

6. The selected Activity will expand:

7. You can expand all Activity levels by clicking on the Expand all button.