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General Reviewing Procedures

When reviewing program, minor and course proposals, the following should be considered:

- Please try to review proposals within the 10-day deadline, and don’t wait until the night before the deadline for decisions to be made to respond. Always, the earlier the better. If you are going to be very busy near the deadline, please plan ahead.
- You are not required to go directly to the faculty or anyone in the department to discuss the proposal; any questions you have will be asked via the Curriculum Coordination Office (CCO) unless you really want to communicate directly with the department. Do remember, though, that all changes need to come through the CMS, not via email.
- The Curriculum Handbook is a great resource if you have questions about general policies, unit/hour ratios, etc. Also use the Handbook as it talks about the roles of the subcommittee chairs and members (pp. 11-13).
- There are a number of ‘Exemplar Syllabi’ on the curriculum website that may serve as templates for reviewing.
- 10-day deadline: The Provost designated the 10 working day deadline in order to streamline the procedure and keep proposals from dragging out, but in fact, if everyone took that long, proposals would still drag out unacceptably. The more pertinent deadline is the deadline for getting proposals onto the report of the next UCOC meeting, which is at noon Friday before the first Wednesday of the next month (unless an adjustment is made for a university holiday). Note that the 10 days includes the time required for a second review as well, if needed.
- For suggestions on how to prioritize reviews, refer to Quick 1-2-3 Steps for Reviewing Proposals.
- Remember, if there are policy issues you cannot decide, they can be referred to UCOC. Consult with your colleagues or the CCO.

Subcommittee Review Folders

You have access to view all five subcommittee folders (ADM, AHS, HPS, SES, SSS) as a Subcommittee Chair or Member. You may comment on any proposal, but only Subcommittee Chairs have the ability to route a proposal forward if approved.
Below, you can see two different views from the AHS Review Folder which has a number of pending proposals, both course and program, ready for Subcommittee review. The first view is a collapsed list of the proposals so you may quickly identify the entire group, and the second is an expanded view that provides more information about the requestor and School. Clicking on the heading (Expanded View, Compact View) changes the view.

<table>
<thead>
<tr>
<th>Proposal</th>
<th>Detail</th>
<th>Routing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course, Create</td>
<td>CLAS-324: Late Antique Art and Archaeology</td>
<td>Round: 09-27-2010 10:40</td>
</tr>
<tr>
<td>Course, Create</td>
<td>AHS-427: Archaeological Theories, Methods, and Practice</td>
<td>Round: 09-27-2010 10:43</td>
</tr>
<tr>
<td>Course, Create</td>
<td>PHIL-563: Philosophy of Perception</td>
<td>Round: 09-28-2010 18:41</td>
</tr>
<tr>
<td>Course, Create</td>
<td>MPW-592a: Professional Writing Project</td>
<td>Round: 09-29-2010 15:50</td>
</tr>
<tr>
<td>Program, Revise</td>
<td>568: Master of Professional Writing - Professional Writing</td>
<td>Round: 09-29-2010 16:41</td>
</tr>
<tr>
<td>Course, Create</td>
<td>MPW-994: Professional Writing Project</td>
<td>Round: 09-29-2010 16:29</td>
</tr>
<tr>
<td>Course, Create</td>
<td>MPW-592b: Professional Writing Project</td>
<td>Round: 09-29-2010 16:27</td>
</tr>
<tr>
<td>Course, Create</td>
<td>MPW-592c: Professional Writing Project</td>
<td>Round: 09-29-2010 16:36</td>
</tr>
</tbody>
</table>

**Compact View**

<table>
<thead>
<tr>
<th>Detail</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLAS-324: Late Antique Art and Archaeology</td>
<td>Routed 09-27-2010 10:40, by Valenti, Korina Curriculum Coordination Office, Academic Records &amp; Registrar. Requested by Shav, Christine, Department Curriculum Coordinator, Unit: College of Letters, Arts &amp; Sciences.</td>
</tr>
<tr>
<td>MPW-592a: Professional Writing Project</td>
<td>Routed 09-29-2010 15:50, by Fitzgerald, Frances Curriculum Coordination Office, Academic Records &amp; Registrar. Requested by Iners, Natalie, Department Curriculum Coordinator, Unit: College of Letters, Arts &amp; Sciences.</td>
</tr>
<tr>
<td>MPW-592b: Professional Writing Project</td>
<td>Routed 09-29-2010 16:27, by Fitzgerald, Frances Curriculum Coordination Office, Academic Records &amp; Registrar. Requested by Iners, Natalie, Department Curriculum Coordinator, Unit: College of Letters, Arts &amp; Sciences.</td>
</tr>
<tr>
<td>MPW-592c: Professional Writing Project</td>
<td>Routed 09-29-2010 16:36, by Fitzgerald, Frances Curriculum Coordination Office, Academic Records &amp; Registrar. Requested by Iners, Natalie, Department Curriculum Coordinator, Unit: College of Letters, Arts &amp; Sciences.</td>
</tr>
</tbody>
</table>
Clicking on any of the icons to the left of the proposal type (i.e., Course, Create; Course: Drop; Program, Revise, etc.) will allow you to choose to review the proposal.

Course Proposals
The examples below show a course proposal form in review.
Documents

Documents attached are generally in one of two forms: Word or .pdf as shown below. If you cannot open a document (for example, if the document has an .aspx ending) you can try saving the document “as is” on your desktop, then opening it with a program, such as Word.

To do this:
1. Click on the document.
2. Click “Save.”
3. The document generally comes up with the title of “dispdoc” which is fine to save on your desktop.
4. Save to your desktop.
5. On your desktop, right-click on the document, choose “Open with” and then “Microsoft Word.”

Program Proposals
Program proposals are not sorted separately from course proposals, but are instead embedded within the total group of proposals. Therefore, you need to review carefully the proposals in the folder to see whether a program has affected courses, or vice versa. We will also include the information about affected courses in our notes to you.
Programs are similar to course reviews in that you need to look at all the information given on the form, open documents (i.e., catalogue copy, possibly sample student schedule), and make comments. The information on the program form, however, is quite different. When reviewing the program, the critical element to review is the catalogue copy, since this is what will appear in the catalogue. The information given in the catalogue copy should be consistent with the information given on the course block. Note, that for program revisions, the revisions are shown with tracking tools.

The **Course Block** (examples shown below) is primarily for the benefit of the department, to help them ensure that their catalogue copy is correct. However, it is also used in review to cross-check information on the catalogue copy and to alert users to changes going on in the system. When you review a program proposal, note the red status of courses that say “INCLUDE” or “REMOVE” as well as the grey status of courses currently in the program that are being revised.

```
<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title</th>
<th>Units</th>
<th>Prerequisites Co-requisites</th>
<th>Concurrent Enrollment</th>
<th>Cross Listed As</th>
<th>Status</th>
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<tr>
<td>MPW-590</td>
<td>Survey of Professional Writing</td>
<td>3</td>
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<td></td>
<td>EXISTING</td>
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<tr>
<td>MPW-992a</td>
<td>Directed Research</td>
<td>1, 2, 3, maximum 9</td>
<td></td>
<td></td>
<td></td>
<td>INCLUDE (CREATE)</td>
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<tr>
<td>MPW-992b</td>
<td>Professional Writing Project</td>
<td>3, maximum 6</td>
<td></td>
<td></td>
<td>INCLUDE (CREATE)</td>
<td></td>
</tr>
<tr>
<td>MPW-992c</td>
<td>Professional Writing Project</td>
<td>6</td>
<td></td>
<td></td>
<td>INCLUDE (CREATE)</td>
<td></td>
</tr>
<tr>
<td>MPW-994a</td>
<td>Master's Thesis</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td>EXISTING</td>
</tr>
<tr>
<td>MPW-994b</td>
<td>Master's Thesis</td>
<td>2</td>
<td>MPW-994a</td>
<td></td>
<td></td>
<td>EXISTING</td>
</tr>
<tr>
<td>MPW-994c</td>
<td>Master's Thesis</td>
<td>0</td>
<td>MPW-994b</td>
<td></td>
<td></td>
<td>EXISTING</td>
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<tr>
<td>MPW-999</td>
<td>Special Topics</td>
<td>2, 3, 4, maximum 8</td>
<td></td>
<td></td>
<td></td>
<td>EXISTING</td>
</tr>
<tr>
<td>MPW-994</td>
<td>Professional Writing Project</td>
<td>1, 2, 3, 4, 5, 6</td>
<td></td>
<td></td>
<td>REMOVE</td>
<td></td>
</tr>
</tbody>
</table>
```
Comments

Who Can View Comments?
When reviewing proposals, you are able to see all comments made by users on the “academic” side of the CMS (Faculty Proposer, DCC, Chair, Dean, Affected Dean) and any comments we in the CCO write to you or to the department.

When you make a comment, only the CCO and the UCOC (members, chairs, Registrar, Provost, etc) can view it. While you may write anything you think needs to be articulated or shared with the department and/or the CCO, remember that the comments do not go away—ever. If you have concerns you wish to share with the department, you may either write the comments as you would like us to relay to the department verbatim, or you may provide a commentary that we will summarize for the department. We try to clearly articulate your requests while at the same time word the comments in a way that will glean the most beneficial response from the department’s faculty, especially if the revisions to a syllabus are extensive.

Once a proposal has been sent back to the department, we can no longer see what your comments were. However, once it comes back to us, we can see them again. Clicking on the blue arrows by each user’s name will either expand or collapse a comment. The last comment made is automatically viewable.
Communicating Issues
Sometimes you will have questions about a proposal for the department. Sometimes you may know proposers as colleagues and feel it would be easiest just to chat with them to get the information or answers to your questions. While you may communicate directly with the department if you wish, this is beyond the call of duty. Please note that only the CCO can send the proposal back to the department for a revised syllabus or proposal. If you do end up communicating directly with a department, please enter the outcome and any relevant information in your comments directly on the form.

Making Comments
To make a comment in CMS, scroll down to the bottom of the page. Subcommittee Chairs have the option to route the proposal forward if they approve it. Subcommittee Members only have the option to comment and save (even though the button at the bottom of the form says Save/Route).
Chairs:
Select one of the following three options listed under Routing Action:

1. Leave in XXX Review Folder to allow other subcommittee members to review the proposal as well. Email subcommittee members to review specific proposals—but the rest of the communication occurs within CMS.
If you are vacillating about a course proposal, you can always ask another member to review it. Along the same lines, you can ask a third person to review a program (if the first two don’t agree). You can also call a subcommittee meeting or refer a policy issue to UCOC.

2. **Route to CCO Action Required Folder** to direct the CCO to some sort of action on the proposal. Leave a comment on what you would like the CCO to clarify with the department. We check these folders during the day and will communicate your concerns to the departments ASAP.

If you (and others on your subcommittee) **cannot** approve a proposal as it stands, then a meeting of the full AHS must be held and the proposing department invited. You may also choose to bring the proposal to the general UCOC meeting for discussion of larger issues posed by the proposal.

3. **Route to XXX Approved Folder** if you approve the course, program or minor proposal.

If you approve a course, you can just say it is approved with no comments; you can make comments that you want to have appear in the report (in which case you need to specify that this is the case); or you can make comments that you would like conveyed “offline” to the department, unofficially, as a helpful suggestion.
UCOC Review

Subcommittee chairs and others may ask to bring larger policy and procedure issues as they regard to curriculum at the university to the monthly UCOC meeting. Please let the Curriculum Coordinator which topic you would like to address.

If you have an issue with a proposal, please let your CCO representative, or bring up the proposal as a topic at the UCOC meeting.
Quick 1-2-3 Steps for Reviewing Proposals

For Subcommittee Chairs:
1. When notified by CCO that there are new proposals for you to view, log in as subcommittee chair and check your folder for new proposals. Also, see if there are proposals that have been waiting for your attention.
2. If you have many proposals in your folder, figure out which ones need your attention most urgently. Prioritize proposals:
   a. Start with programs, since you will need a second reviewer.
   b. In the fall, new proposals which departments want to offer in the spring are most urgent.
   c. In January and February, revisions are most urgent, since they have to appear, at the latest, on the report for the March agenda.
3. Check comments made by CCO (the top comments). You can also view comments made by chairs and deans, including affected deans. The CCO will either summarize key comments or alert you to look at them.
4. Review the proposal, including the attached syllabus or catalogue copy.
5. If you have questions for the department that you want the CCO to ask, put them in the comments and click “Save/route.” The CCO will check folders looking for your comments.
6. For courses:

   a. If the course is approvable as is, put in comments (including any for the UCOC report), check the option Route to XXX Approved Folder, then click save/route.

   b. If you do not think the course is approvable, you will either need to ask another subcommittee member to review it (Check the option Leave in XXX Review Folder to allow other subcommittee members to review the proposal as well.) or call a subcommittee meeting (Check the option Route to CCO Action Required Folder to direct the CCO to some sort of action on the proposal, then click Save/Route.). Follow the steps below for programs.

7. For Programs: once the proposal is complete, it must be reviewed by another subcommittee member, whether or not you think it should be approved. (Note that you and a second member may approve a program, but if you think it should not be approved, a subcommittee meeting must be called to make a decision.)

   a. If the proposal is ready for review, determine whom you will ask to review it. (Try not to overload one person. Beware of possible conflicts of interest.)

   b. Put your comments in the proposal for the subcommittee member. Check the option Leave in XXX Review Folder to allow other subcommittee members to review the proposal as well, then click save/route. If there are courses associated with the program, you may approve them on your own, but you may ask that the other subcommittee member review the related courses as well as the program.

   c. Email the other reviewer, giving a deadline which will still allow you to meet your deadline if he or she doesn’t respond promptly.

   d. Keep track of whether the other reviewer has responded by checking your folder for his or her comments. You may need to nudge him or her, or ask someone else to review the proposal.

   e. If the other reviewer approves, write your final comments in CMS (including any comments for the UCOC report). Check the option Route to XXX Approved Folder, then click save/route.

   f. If the other reviewer does not approve, consider asking someone else, to see if a consensus can be reached. (Check the option Leave in XXX Review Folder to allow other subcommittee members to review the proposal as well, then Save/Route.)

   If the consensus is against approval, a subcommittee meeting must be called. Contact the CCO, who will set up the meeting and invite the department.

For Subcommittee Members:

1. If the chair emails you to review something, log in as subcommittee member and go to appropriate folder as described above.

2. Find the proposal you are to comment on, using CTRL+F to find the proposal if the list of proposals is very long.
a. Press both the CTRL and “F” keys to pull up the Find box
b. Input any part of the proposal prefix (or program name) in the box
c. The proposals matching the information you provide will appear in yellow highlights

3. Look at form and at syllabus or catalogue copy.

4. Look at chair’s comments.
5. Put in your own comments and click save/route. You may approve, or relay any questions or concerns.
Subcommittee Approved Proposals
You may view the proposals you or another Chair have approved before they go to the UCOC folder by running a query for each proposal.

For a Course:

1. Click on the Run Query button at the top of your screen
2. Input the course prefix-number in the Course ID field
3. Choose the Submitting Department (e.g., College of Letters, Arts and Sciences)
4. Click “Submit” at the bottom of the page (do not fill out any other fields)
5. Click on the icon to open the proposal as you would in your subcommittee folder

For a Program:

1. Click on the Run Query button at the top of your screen
2. Input the POST Code under the Basic Filters, or click on the type of proposal (Create, Revise, Drop) in the Workitem field
3. Choose the Submitting Department (i.e., College of Letters, Arts and Sciences)
4. Click “Submit” at the bottom of the page (do not fill out any other fields)
5. Click on the icon to open the proposal as you would in your subcommittee folder
<table>
<thead>
<tr>
<th>Work Item Detail</th>
</tr>
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<tbody>
<tr>
<td>568: Master of Professional Writing - Professional Writing</td>
</tr>
<tr>
<td>Program, Revise, Submitted: 9/21/2010 2:52:10 PM</td>
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<tr>
<td>College of Letters, Arts &amp; Sciences</td>
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<td>Inouye, Natalie</td>
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<th>Program, Revise - 568 (1840:11)</th>
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