Reviewing Proposals in the Workflow
Approvers in Workflow

- **Chair/Director:** Approves proposals. Can view, edit, add comments, and approve/reject.

- **College Curriculum Committee:** Members can view proposals and add comments. Chair (or designee) submits proposals on behalf of the committee. Can view, edit, add comments, and recommend/not recommend.

- **Dean:** Approves proposals. Can view, edit, add comments, and approve/reject.

- **Special Councils**
  - PEC members can view proposals and add comments. PEC Chair (or designee) submits proposals on behalf of the committee. Can view, edit, add comments, and approve/reject. The CEBS Dean then reviews and approves/rejects proposals after PEC.
  - LAC Area Committees recommend proposals and can view, edit, add comments, and approve/reject. LAC members can view proposals and add comments; LAC Chair (or designee) submits proposals on behalf of the Council. Can view, edit, add comments, and approve/reject.

- **AVP:** The AVPs serve as Deans for programs not housed within colleges and also review and approve/reject all program proposals and major course proposals.

- **Registrar’s Office:** The final stage in approval (*in the workflow*) is the Registrar’s Office, followed by updating the Review Catalog(s).

Does someone else need to review something? URLs to the forms or the “Compare Versions” screen can be copied and sent via email. Anyone with a UNC login can access and view forms in the Curriculum Workflow (they will not be able to edit or comment).
Receiving Proposals for Review:

Approvers/committee members will receive an email each time a proposal is submitted for their review. Emails will be sent maximum once per day with links to all proposals submitted for your review.

Email Example:

From: noreply@smartcatalogiq.com
IQ Curriculum Action: Workbox Proposals

The following proposals are in your workbox ready for review.

Proposal Name
Proposal Name

If you wish to unsubscribe from future emails please unsubscribe and select "All Workbox Emails" or "All Emails".
**Reviewing Proposals**

**To review proposals:** Login to the Curriculum Management System and navigate to the “My Items” tab, or click the proposal links in the email.

- “Compare Versions” will show changes made.
- Add comments (can also be added when submitting to next stage).
- “Audit Trail” will show who has made changes or comments.

**Form type:** New, Revised, or Deactivate Course or Program Form

**Beginning of form. Continue scrolling to see full information.**
**Reviewing Proposals**

**Compare Versions**: Click “Compare Versions” to view what elements of course/program were changed by submitted (helpful for Revised Course and Revised Program Forms)

Select versions to see different changes at various stages – or leave as default to see all changes.

<table>
<thead>
<tr>
<th>Select Version to Compare</th>
<th>Compare Key</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Original Business Administration B.S. – Accounting Emphasis 08/20/2019 12:3: ▼</td>
<td></td>
</tr>
</tbody>
</table>

Select a Program to Change: Business Administration BS Accounting Emphasis

**Requirement Title**: Required Supporting 3. University-Wide Credits – 3-46-7 credits

**Requirement Narrative**: Choose one of Complete additional credits to achieve the following courses: minimum credits needed for this degree at UNC; for this degree, that will typically be 6-7 credits.

**Course List**

<table>
<thead>
<tr>
<th>Course List</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH - 131 - Calculus I - 4 credits</td>
<td></td>
</tr>
<tr>
<td>MATH - 176 - Topics in Calculus - 3 credits</td>
<td></td>
</tr>
</tbody>
</table>

Example of changes.

- **Red** = NEW information
- **Blue** = DELETED information
Reviewing Proposals

To review documents: Supplemental documents will be attached directly in the form and can be viewed or downloaded.

Note that documents cannot be downloaded from “Compare Versions.”

Documents will be uploaded under specific headings (such as syllabi and impact statements) or under “additional backup documentation” in some cases. Click the document link to download/open.
Reviewing Proposals

**After Review:** Once a proposal has been reviewed by the approver/committee, it can then be submitted.

If you have access to approve/reject proposals, you will see these options on the left-hand side of the form. Submit/Recommend will send proposal to the next stage. Reject/Do Not Recommend will return the proposal to its previous stage.

After selecting your choice, it will give you the option to add a final comment (not required – click OK whether you add a comment or not).

It will then confirm you have successfully submitted the proposal to the stage you selected. Click OK.
Resources

• **Contacts**
  - Meagan Crews, Curriculum Liaison Specialist ([Meagan.Crews@unco.edu](mailto:Meagan.Crews@unco.edu) / 1-3004)
  - Brandi Hopp, Curriculum Support Specialist ([Brandi.Hopp@unco.edu](mailto:Brandi.Hopp@unco.edu) / 1-4778)

• **Resources**
  - [Registrar's Office: Curriculum](#)
  - [SmartCatalog Curriculum Workflow Login](#)