# How to Input a Decision or Opinion for a Proposal

> Committee members can input comments and opinions up until the agenda administrator inputs a decision. Once the agenda administrator inputs a decision, the proposal will move forward to the next step if approved or move back to the originator if rejected.

Review the proposal

1. Under the proposal name, see which type of form is being used. If this is a new course or program, skip to step 3.
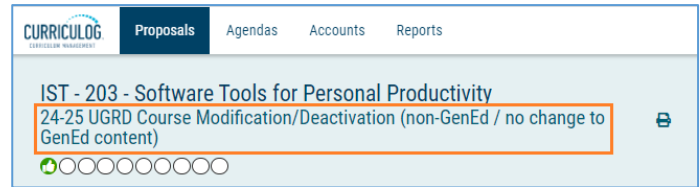
2. If this is a course or program modification, turn on tracked changes. Look in the right column. Under "User Tracking," select "Show current with markup" from the drop-down field.
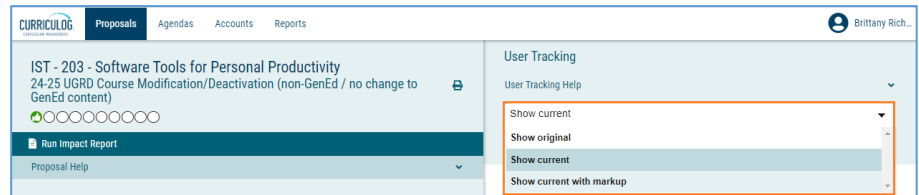

3. Review the form on the left side.

4. View attachments if applicable. In the floating menu on the right side, click the "Files" icon. Click the file name to download the file.

If this is a program modification, review prospective curriculum tracked changes

- When you reach the "Prospective Curriculum" area, click the "Preview Curriculum" button on the right. A pop-up window will appear.

- Click the "Show Curriculum Preview with Markup" icon (a red pencil) in the top right corner

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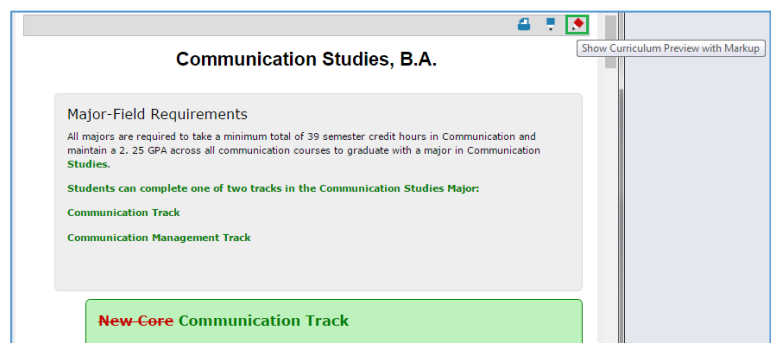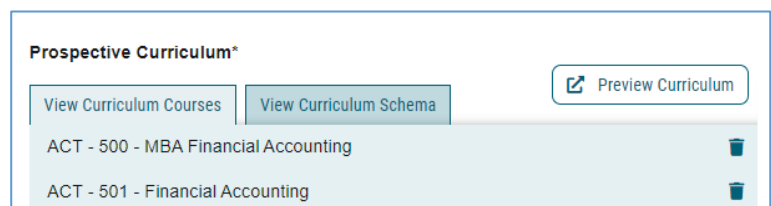
Committee members: Provide your opinion

If you're a member of the committee that is currently reviewing the proposal, you can provide your opinion in the "Decisions" area.

- Click on the "Decisions" tab in the floating menu on the right of the screen

- Select the "Approve" or "Reject" radio button

- Click the "Provide My Opinion" button. Comments will be required if "Reject" is selected.

Users who recommend "approve" will have a green thumbs up symbol next to their name and users who recommend "reject" will have a red thumbs down symbol.
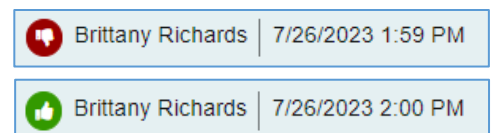
Agenda administrators: Make your decision

- Click on the "Decisions" tab in the floating menu on the right of the screen

- Select the "Approve" or "Reject" radio button. Another option is to custom route the proposal. Here's the guide on how to custom route a proposal to the originator or a committee.

- Click the "Make My Decision" button. Comments will be required if the proposal is rejected.

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