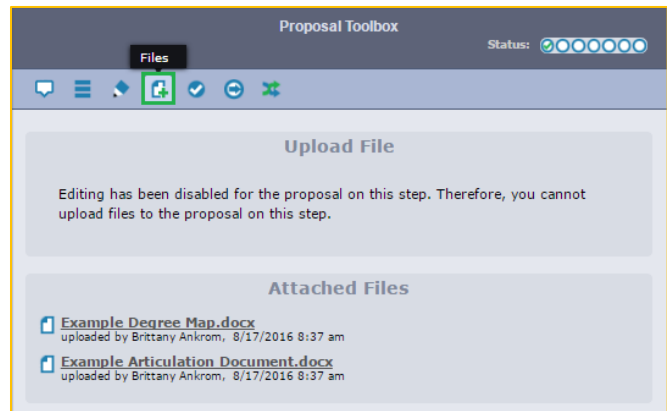
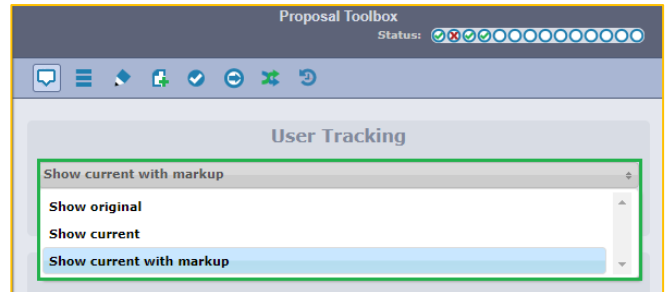
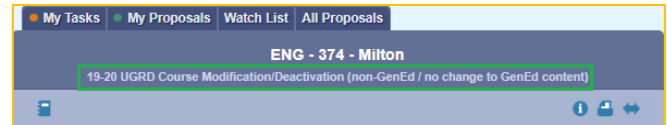


Committee members can input comments and opinions up until the agenda administrator makes a decision. Once the agenda administrator inputs a decision, the proposal will move forward to the next step if approved or move back to the originator if rejected.

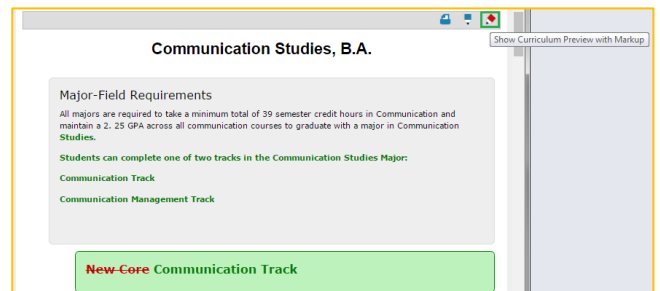
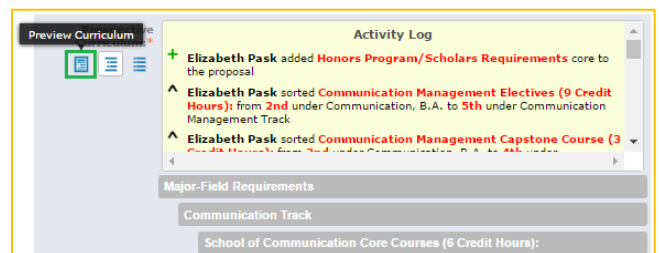
Review the proposal

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 pane. Under "User Tracking," select "Show current with markup" from the drop-down field.
3. Review the form in the left pane
4. At the top of the page in the right pane, click the "Files" icon. Click the file name to download the file.



If this is a program change...

5. When you reach the "Prospective Curriculum" area, click the "Preview Curriculum" icon on the far left. A pop-up window will appear.
6. Click the "Show Curriculum Preview with Markup" icon (a red pencil) in the top right corner



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.

7. Click on the "Decisions" icon at the top of the page in the right pane

8. Select the "Approve" or "Reject" radio button

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

Once you've opened a proposal, a circle will appear by your name to indicate you've viewed it. Users who recommend "approve" will have a green check symbol, users who recommend "reject" will have a red X symbol.

The screenshot shows a web interface titled "Decisions" with a status bar at the top right showing five green circles. Below the header is a navigation bar with several icons, including a green checkmark icon highlighted with a red box. The main content area is titled "Your Decision" and contains the following text: "Opinion 1: Training Dept", "You may provide your opinion on whether this proposal should advance. However, only Agenda Administrator votes will be calculated into the final decision. What would you like to do with this proposal?", and two radio buttons: "Approve" (selected) and "Reject". Below this is a text input field with the prompt "Please comment on your opinion below." and a "Provide My Opinion" button. At the bottom, there is a list of users: Glenda Thornton, Winifred Weizer (with a green checkmark and timestamp "9/22/2016 9:18 PM"), and Amanda Yurick (with a red X symbol).

Agenda administrators: Make your decision

10. Click on the "Decisions" icon at the top of the page in the right pane

11. 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.

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

The screenshot shows a web interface titled "Proposal Toolbox" with a status bar at the top right showing five green circles. Below the header is a navigation bar with several icons, including a green checkmark icon highlighted with a red box. The main content area is titled "Your Decision" and contains the following text: "Decision 1: Training Dept", "You are the agenda administrator for this committee, and your decision will be calculated into the final verdict. What would you like to do with this proposal?", and three radio buttons: "Approve" (selected), "Reject", "Cancel", and "Custom Route". Below this is a text input field with the prompt "Please comment on your decision below." and a "Make My Decision" button.

Updated: 7/24/2019