

Curriculum Review Workflow Department Chair User Guide

Overview

The department chair (or program director) receives an email notification with a link to review the completed proposal submitted by the faculty member. The chair circulates the proposal with the department faculty as well as other departments for consultation. The chair enters the decision after the review is complete.

Instructions provided in this User Guide include:

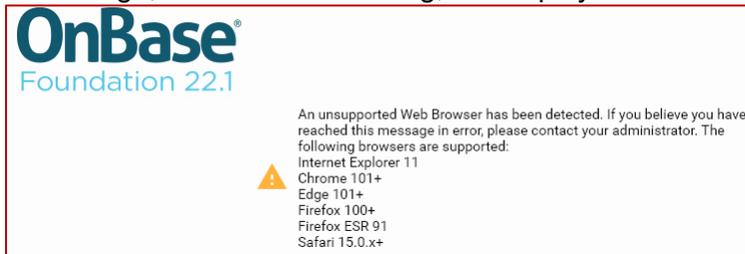
- [Web Browser Requirements](#)
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Web Browser Requirements

Web browser requirements are available on the [CSUN IT](#) website. For technical assistance, please contact the College IT. The latest version of Chrome or Firefox is recommended.

Browser	Version
Google Chrome	101 and newer
Mozilla Firefox	100 and newer (for ESR 91 and newer)
Apple Safari	15 and newer
Microsoft Edge (on Chromium)	101 and newer
Microsoft Internet Explorer	11

A message, such as the following, will display when the web browser is **NOT** supported:



Additionally, if the Curriculum Proposal opens in a non-supported web browser, the form will not display correctly. The following is an example of the form in a **non-supported web browser**. *Do not use the form if it opens as shown below.* Consult with the College IT for assistance using a supported web browser. Note: The Curriculum Proposal Form may not display correctly while simultaneously logged into the Portal in the same web browser.

The following is an example of the form in a **supported web browser**. Consult with the College IT for assistance if the form does not display as pictured below.

CSUN | DIVISION OF ACADEMIC AFFAIRS

Curriculum Proposal

Refer to the [User Guides](#) for instructions. If you experience any issues accessing this form and/or attachments, please contact curriculum@csun.edu or (818) 677-2969 for assistance.

For security reasons, this form will timeout after 20 minutes of inactivity. Submit or save the form within this time period.

* Indicates a required field.

Proposal Status: NEW PROPOSAL | Proposal Date: 07/10/2019 | Last Save Date: []

College* [] | Department/Program* []

Effective Term [] | Effective Year []

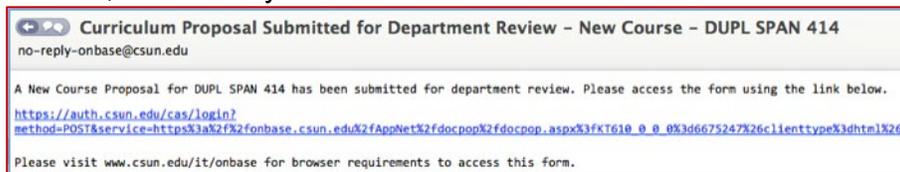
Name of Submitter* [] | Email Address* [] | Ext. []

Proposal Type* []

Submit **Print**

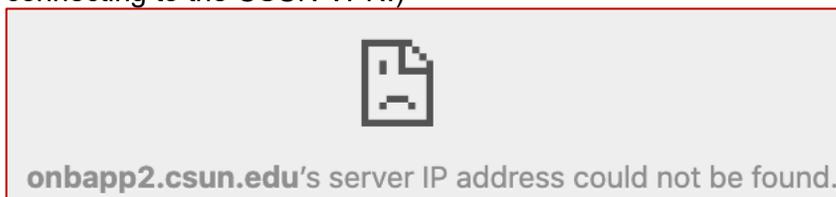
Accessing the Proposal

1. Open the link from the email notification. Copy and paste the link into a supporting browser, if necessary.

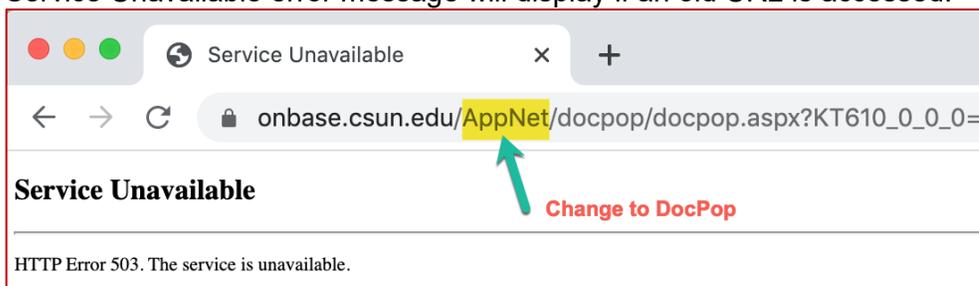


[VPN](#) is required to access OnBase forms and attachments from off campus.

(Note: The following error message will display if a Word attachment is opened without connecting to the CSUN VPN.)



Note: Proposal links created prior to October 20, 2020 are no longer valid. To access a proposal using an old link, manually update the URL by changing *AppNet* to *DocPop*. A Service Unavailable error message will display if an old URL is accessed.



2. When prompted, login with your CSUN User ID and password.

3. Double click on the **Document Name** Curriculum Proposal to open the form.

Reviewing and Approving the Proposal

1. Review the proposal form for completeness. Refer to the [Submitter User Guide](#) for basic instructions on proposal submission. Detailed information regarding the different proposal types and relevant fields that must be completed by the submitter is outlined in the [Submitter User Guide Supplement](#). See also: [Curriculum Review Checklist](#). (Note: Proposals in **Department Review** status cannot be edited. Return the proposal for changes if the form is incomplete or revisions are required.)

Note: The required field warning message will display at the top of the form.

2. If the form is ready for department review, forward the email notification (that includes a link to the proposal) to the department faculty/curriculum committee.
3. Consultation is conducted between department/program chairs (see [Guidelines for Curricular Consultation](#)). Forward the email notification (that includes a link to the proposal) to consult with other affected department(s), program(s) and college(s). Return the proposal to the submitter if any consultations need to be added to the form.

4. After department review and consultation(s) outside of the department are complete, enter the decision in the **Approvals and Comments** section. Enter your name, decision date, decision (listed below), and also provide comments if applicable.

- a. **Approve:** Proposal will route to the college associate dean and an automatic email notification will be sent to the University Library.
- b. **Return for Changes:** Proposal will be returned to the submitter. Use the comments section to describe the requested changes.
- c. **Denied:** Proposal will **NOT** continue in the workflow and will be archived in the system.

5. Save the form. (Note: Do **NOT** select a submission status, it will already say COMPLETE.)

6. **Close** the browser window/tab.

Withdrawing a Proposal

Depending on the proposal status, contact the associate dean to withdraw a proposal that has been submitted to the associate dean or an approval committee (College Curriculum Committee, Educational Policies Committee or Graduate Studies Committee proposal status). The associate dean/designee has the ability to return the proposal to the department or submitter to revise and/or resubmit at a later time. To completely withdraw a proposal from the workflow, the associate dean/designee or the submitter will need to delete the proposal.

Print or Save PDF of Proposal

The **Print** button is available at the bottom of the page to print a hard copy or save a PDF of the proposal form. Note: If the proposal includes any attachments, the file(s) must be downloaded and/or printed separately from the proposal form.

Print

1. Select the **Print** button (NOT the Save button) at the bottom of the proposal form.

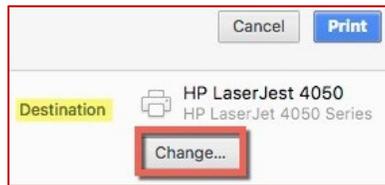
2. When the print dialogue box displays, print as you would any other file.

Save PDF

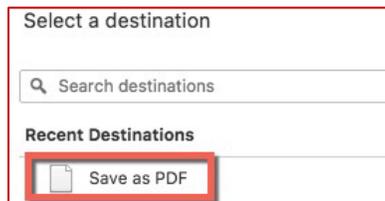
1. Select the **Print** button (NOT the Save button) at the bottom of the proposal form.
2. When the print dialogue box displays, save as you would any other file.
Depending on the web browser or the computer, the following may apply. For technical assistance please contact the College IT.

Chrome Print Dialogue Box (PC, Mac):

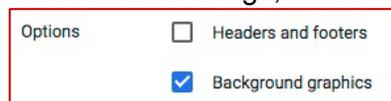
- a. Under “Destination” select the Change button.



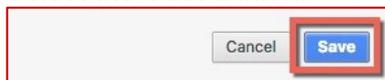
- b. Choose Save as PDF.



- c. Under More Settings, select the option Background Graphics.



- d. Select the Save button.



- e. You will be prompted to save the file to your computer.