

Course Proposal Workflow Paths

<div>↓</div> <div>Proposal Submission:</div> <div>Course Workflow Steps:</div>	Course Proposal Type		Modification: Specific Course Changes			Workflow Step Instructions:
	New	Delete	CLO, Course Description	Term Changes only	Credit Ratio, Pre-Req, Prefix, Course #	
Initiator - Phase 1	●	●	●	●	●	To propose a new course, click "Propose New Course" (green button) or to modify an existing course, click "Edit Course" (green button) from Course Management. Fill out all required fields using help bubbles and instructional text and then click "Save and Submit" to forward the proposal to the next step in workflow.
Advisor Review	●	●	●	●	●	College Advisor Manager will receive a notification that the proposal has been submitted and should determine if proposal notification should be forwarded to the department advisor for review. Advisor will review proposal and "Add Comment" (green button) to help the Initiator consider implications to student enrollment.
Dept Peer Review	●	●	●	●	●	Department peers will receive a notification to review, "VOTE" on the proposal, and provide any feedback. They will have up to one week to review, vote, and comment.
*WE, GE, Honors Committee Chair Notifications	●	●	●		●	Notifications are sent to each applicable special designation committee chair to review the proposal and assist faculty with understanding the requirements for their designation.
College Dean Approval	●	●	●		●	Dean will be notified to review the proposal while the proposal is in Intercollegiate View. Dean will need to "Add Comment" to give approval or declination of the proposal and any feedback. Dean must comment during the two week period of Intercollegiate View.
Intercollegiate View - CCC Review	●	●	●		●	CCC's will be notified to review the proposal while the proposal is in Intercollegiate View. The College Curriculum Chair has the responsibility to provide the CCC feedback by clicking "Add Comment" (green button). Intercollegiate View will be open from the 1st to the 15th of most months of the year and is open to any faculty or staff to review the proposals and provide comments. This is to encourage cross-college collaboration on courses. Intercollegiate View can be accessed from the Curriculum Website. Comments are captured and stored at the bottom of the course form.
Initiator - Phase 2 & Advisor Review	●	●	●		●	Initiator and the College Advisor Manager will receive a notification. Faculty and Advisor will review the comments at the bottom of the form and review the impact of proposed changes (see the ecosystem at the top of the course form for programs and courses that may be affected by the proposal). Faculty will need to "Edit" proposal, make final adjustments, "Save Changes", then "Approve" proposal in Pages Pending Approval to submit course in CourseLeaf. **Any impacted courses or programs must be changed and submitted at this time.**
UCC QA Review	●	●	●		●	UCC QA members will receive a notification to review the proposal. They will have up to one week to review and "Add Comment" before meeting with faculty (if required.)
*WE, GE, GI, Honors, Graduate Approval	●	●	●		●	Applicable Special designation committees will be notified at the same time UCC QA members are notified in the step above. They will need to review the proposal within the one week time . The Committee Chair for each designation that is on the course will need to approve or note reason for decline. They may be included in the UCC QA meeting with faculty as required. Special designation approval happens in the following order: GI, WE, GE, Graduate, Honors.
UCC QA Approval	●	●	●		●	UCC QA members will vote to approve the proposal. If all QA members have voted, required changes have been made by faculty and special designation approvals have been given, the UCC QA lead will "Approve" the proposal in Pages Pending Approval.
UCC Approval	●	●			●	Full UCC will vote at this step on the proposal. If 85% of UCC members vote and all are affirmative, the proposal will be approved and move to the next step. If there are any NO votes, the proposal will be added to the UCC agenda for discussion and either approved or declined in that meeting.
Final Processing	●	●	●	●	●	Curriculum Office prepares the proposal for sync with Banner. Click "Approve" from Pages Pending Approval.
Banner Sync	●	●	●	●	●	Automatic.
Catalog / Records	●	●	●	●	●	Catalog / Records is notified of the approval.
Wolverine Track Team	●	●	●	●	●	Wolverine Track team is notified of the approval and receives a To-do item to update Degree Works.
Final Notification to UVU Affected Areas	●	●	●	●	●	Initiator, Transfer Credit Office, College Advisor Manager, and Athletics are notified that the proposed course is approved and complete.

*Required if special designations are added to the course.