

Committee Chairs and Curriculog

Chairs are asked to do the following as a basic use of Curriculog:

1. Be aware of notifications (via email) indicating that curriculum has reached your committee for approval.
2. Ensure committee members review and provide their opinion on pending curriculum proposals in the system.
3. Create a Curriculog Agenda of all proposals to be addressed at your next meeting.
4. Work with proposal-originating chairs/faculty to make any agreed upon edits or record comments.
5. Record the Committee decision within Curriculog.


There are two critical steps for Committee Chairs

1. Proposal at the Committee Discussion Step

- Committee members will receive an email notification, but you may also want to remind them to check. They can use the *My Tasks* tab on the left side of their dashboard to see curriculum that they are involved with.
- Agendas allow Committee members to see proposals that the Committee Chair has set for discussion.
- Your Committee members can indicate their opinion and leave comments at this step. The Discussion comments and opinions do not lead to committee approval—that is only done at the next step and only by the Committee Chair on behalf of the committee.
- The Committee Chair is the only person who can move the proposal forward to the next step to finalize the committee decision.

2. Proposal moves to Committee Chair Step for Editing and Approval

- The Committee Chair will create an agenda listing all curriculum that will be discussed and voted upon at the next meeting
- The Committee will meet, discuss and vote on the proposal to approve to next step.
- If the committee makes edit recommendations or has questions, the Chair should consult the originating department chair.
 - They Committee may *Hold* the curriculum at this point pending consultation or *Hold* and put a comment that there is a contingent pass.

-  Email may be sent by hovering over the blue envelope icon while in a proposal or in the list of *My Tasks* or *All Proposals*.
- All comments or information received as a result of the hold or contingent pass should be edited in the appropriate field as well as attached to the proposal.

- Only Chairs may edit proposals and only at this step. All comments or information received as a result of the hold or contingent pass should be edited in the appropriate field as well as attached to the proposal using the files icon.

- Once a proposal is approved through a Committee vote, the Chair will record the vote on behalf of the committee within the proposal or on the agenda. This action will move the proposal to the next step in the approval process.

Committees will continue to record and share minutes from meetings as they have done in the past.