Review and Approve Course/Program Proposals

Opening Approval Queue and Reviewing Proposals

1. Locate the Curriculum Workflow menu on MySacState (https://my.csus.edu)
   Open Approvals

2. Use the Your Role menu to select your role. If you are a committee reviewer, select the corresponding Committee Chair role.

3. Courses or program changes appear in the list on the left. Click a course to view the changes.
4. The selected course will appear below the list.

5. Changes appear in two colors. **Green** text are additions, **Red** text are removals.

6. To hide red/green markup, use the **Hide Changes** button. Changes can also be filtered by user using the **View Changes By** drop-down.
APPROVERS

7. The **Edit**, **Rollback**, and **Approve** buttons are always visible at the top of the Page Review section while viewing proposals. Clicking **Edit** will open the proposal for editing. Clicking **Rollback** will prompt a dialog box to select what stage the proposal is returned to and a Comment/Reason box to provide an explanation. Clicking **Approve** will send the proposal to the next approval step in Workflow.

![Rollback Page](image)

**Best Practices and Tips**

1. All users have the ability to leave a comment on a proposal in Curriculum Workflow. Be advised that all comments are **PUBLIC** and **PERMANENT**.

2. Proposed changes could be rolled back for a variety of reasons. If so, an accompanied email will explain who rolled it back and why. This email will include a link to open the form and make changes. **This is a one-time email!** It is recommended to set up an email rule to help track these emails.


3. When copying content from another source (e.g., webpage, Word document, email, etc.):
   1. First copy/paste into text editor (e.g., Notepad) to remove all formatting
   2. then recopy/repaste into Curriculum Workflow form

   www.csus.edu/academicservices/curriculumworkflow
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