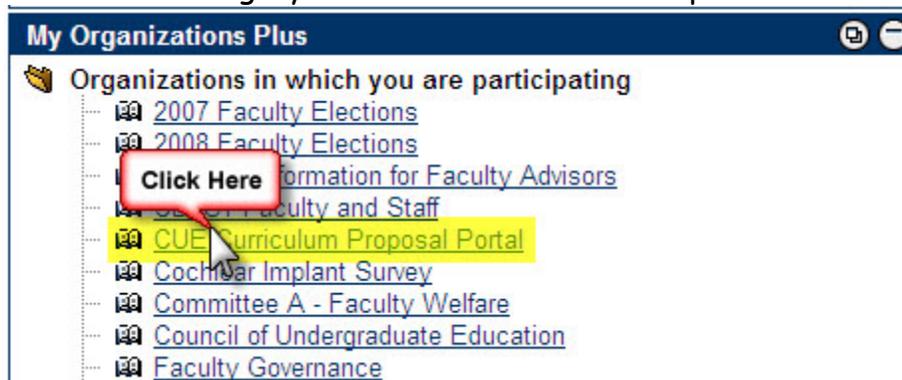


Curriculum Proposal Submission and Feedback Visual Guide

The submission-feedback-approval procedure, operated electronically, involves three sequential stages: (1) submitting the proposal for catalog preview, (2) submitting it to the Dean for approval, and (3) submitting it to CUE. The following instructions and computer screenshots will walk you through the processes for proposal submissions and feedback checking.

I. Proposal Submission Process—Catalog Preview

1. Logon to the Blackboard and click "CUE Curriculum Proposal Portal" under My Organizations Plus category as indicated in below computer screenshot;



2. Once inside the Proposal Portal, click "Catalog Preview" button and then, click "View/Complete Assignment Catalog Preview-First Attempt" hyperlink;

3. Under Assignment Materials and Attach local file, click on "Browse" button and locate your catalog preview file (**XXX_Catalog_V1**) from where you saved it, and then, click "Submit" button;

2 Assignment Materials

Comments

Attach local file

or Copy file from Content Collection

Currently Attached Files:

3 Submit

Click **Save** to stop working and continue working later. Click **Submit** to finish. Click **Cancel** to quit without saving changes.

Click Here

4. Upon successful submission, you will get the following confirmation on the screen; click "OK" button to exit.

CUE CURRICULUM PROPOSAL PORTAL (CUE CURRICULUM PROPOSAL PORTAL) > CATALOG PREVIEW > UPLOAD ASSIGNMENT: CATALOG PREVIEW--FIRST ATTEMPT

Upload Assignment: Catalog Preview--First Attempt

The assignment has been updated.

Monday, October 6, 2008 11:45:12 AM EDT

Click Here

OK

II. Proposal Submission Process—Deans' Action

1. At the Proposal Portal, click "Deans' Action" button and then, click "View/Complete Assignment Dean's Approval" hyperlink;

CUE CURRICULUM PROPOSAL PORTAL (CUE CURRICULUM PROPOSAL PORTAL) > DEANS' ACTION

Deans' Action

Dean's Approval

Once your proposal has been approved by the catalog editor, you must submit it for Dean's Action.

Submit ONE file named **XXX_Deans_Action** containing the signature page, the Action Item Form, the Course and/or Program Record Form for each action, and **supporting documentation**. CLAST Dean or GSPP Dean will review the package, endorse it with his/her digital signature on the signature page, rename it to **XXX_Deans_Approval**, and attach it to the current submission.

Click Here

>> [View/Complete Assignment: Dean's Approval](#)

Tools

2. Under Assignment Materials and Attach local file, click on "Browse" button and locate your dean's action file (XXX_Dean_Action) from where you saved it, and then, click "Submit" button;

2 Assignment Materials

Comments

Attach local file

or Copy file from Content Collection

Currently Attached Files:

3 Submit

Click **Save** to stop working and continue working later. Click **Submit** to finish. Click **Cancel** to quit without saving changes.

Click Here

3. Upon successful submission, you will get the following confirmation on the screen; click "OK" button to exit.

CUE CURRICULUM PROPOSAL PORTAL (CUE CURRICULUM PROPOSAL PORTAL) > DEANS' ACTION > UPLOAD ASSIGNMENT: DEAN'S APPROVAL

Upload Assignment: Dean's Approval

The assignment has been updated.

Wednesday, October 1, 2008 10:22:42 AM EDT

Click Here

III. Proposal Submission Process—CUE Action

1. At the Proposal Portal, click "CUE Action" button and then, click "View/Complete Assignment CUE Review—First Attempt" hyperlink;

CUE CURRICULUM PROPOSAL PORTAL (CUE CURRICULUM PROPOSAL PORTAL) > CUE ACTION

CUE Action

CUE Review--First Attempt

Once your proposal is approved by the Dean, you must submit the **XXX_Dean_Approval** file to CUE for actions. The CUE Curriculum Subcommittee will review the proposal and make specific recommendations for the Council to discuss and to vote on.

Expected outcomes:

1. If revision is necessary, feedback (highlights and comments) will be provided in the file which will be renamed as **XXX_CUE_Feedback** and be attached to the current submission.
2. If the proposal is approved or partially approved, the CUE Chair will endorse it with his/her digital signature on the signature page, rename it to **XXX_CUE_Approval**, attach it to the current submission, and send a copy to the Senate for final approval.

Click Here

>> [View/Complete Assignment: CUE Review--First Attempt](#)

2. Under Assignment Materials and Attach local file, click on "Browse" button and locate your CUE action file (**XXX_CUE_Action**) from where you saved it, and then, click "Submit" button;

2 Assignment Materials

Comments

Attach local file **Browse...**

or Copy file from Content Collection **Browse...**

Currently Attached Files:

3 Submit

Click **Save** to stop working and continue working later. Click **Submit** to finish. Click **Cancel** to quit without saving changes.

Click Here

3. Upon successful submission, you will get the following confirmation on the screen; click "OK" button to exit.

CUE CURRICULUM PROPOSAL PORTAL (CUE CURRICULUM PROPOSAL PORTAL) > CUE ACTION > UPLOAD ASSIGNMENT: CUE REVIEW I

Upload Assignment: CUE Review I

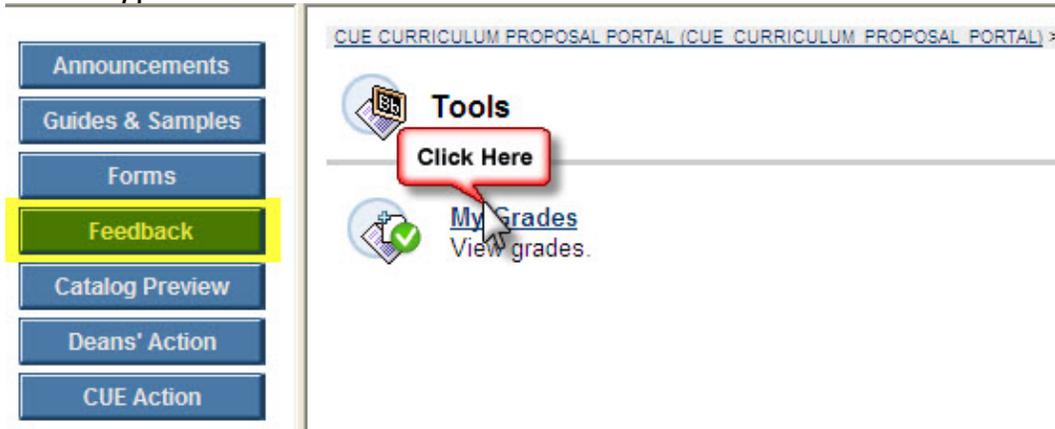
The assignment has been updated.

Wednesday, October 1, 2008 10:25:40 AM EDT

Click Here

IV. Checking Proposal Status and Downloading Feedback File Process

1. At the Proposal Portal, click "Feedback" button and then, click "My Grades" hyperlink:



2. Under View Grades, you will see the text indicator of either "Approved" or "Revise" under Grade column for your particular submission; green icon indicates that your submission has not been reviewed yet. Click "Revise" to access the feedback file.

CUE CURRICULUM PROPOSAL PORTAL (CUE CURRICULUM PROPOSAL PORTAL) > TOOLS > MY GRADES

View Grades

Your grades for this Organization

Item Name	Details	Due Date	Last Submitted, Modified, or Graded	Grade	Points Possible	Comments
Total	Details			-	0	
Catalog Language Preview I	Details	Oct 15, 2008	Oct 6, 2008 11:45 AM		0	
Catalog Language Preview I	Details		Oct 6, 2008 11:50 AM	Approved	0	Great job! Catalog Preview approved.
Dean's Approval	Details		Oct 1, 2008 10:22 AM		0	
CUE Review I	Details		Oct 1, 2008 10:25 AM	Revise	0	Need revision. Please download and open the PHI_CUE_Feedback file for specific feedback.
CUE Review II	Details			-	0	

[Icon Legend](#)

OK

3. Under Feedback from Instructor, you will see a brief comment and the feedback file (XXX_CUE_Feedback); click the file link to download;

2 Assignment Materials

Comments

User's Files  [PHI_CUE_Action.doc](#)

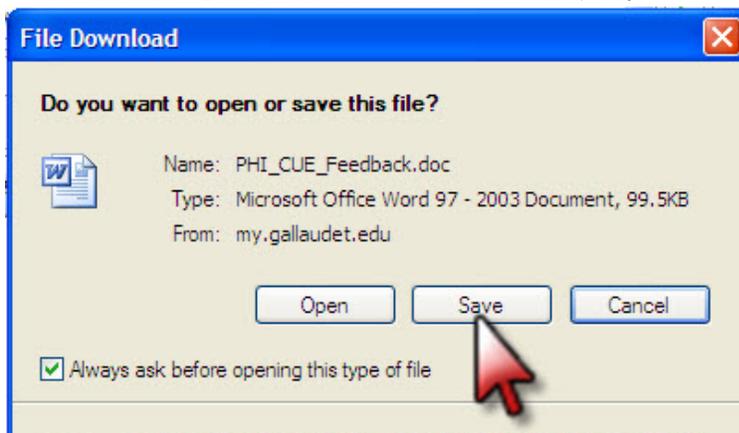
3 Feedback From Instructor

Grade Revise out of 0.0

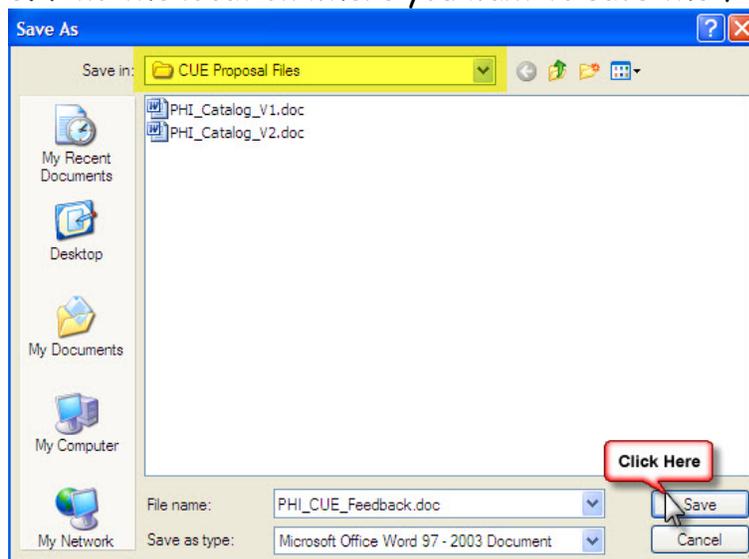
Comments Need revision. Please download and open the PHI_CUE_Feedback file for specific feedback.

Files From Instructor  [PHI_CUE_Feedback.doc](#)

4. Click the "Save" button to save the file;



5. Find the location where you want to save the file and click "Save"



Now, you can open the feedback file, make the necessary revisions, rename the file, and resubmit it.

The same procedures apply to accessing the approval file.