How To: Authorize (Sign) Course Proposals

This how-to information sheet explains how new Department Chair users to the Course Management System (CMS) can access and sign a course proposal for review by the Committee on Courses of Instruction in the Academic Senate.

1. Once you log into the Course Management System, from the landing page select “Department Chair” from the left-hand filter options under “Assigned To”:

2. From the resulting list on the next page, select the proposal you want to review and sign:

3. Once you have reviewed the proposal, scroll to the bottom of the Course Summary. Under the “Finishing Up” section there is a section labeled “Take Action”. Provide your signature in the “Signature” field and click the “Approve” button:
4. You can verify that you have signed the proposal in one of two ways:

a) At the top of the proposal screen itself, there is a “pathway status” bar that highlights in dark gray where in the review process any particular proposal is at a given moment. The status bar will have moved from Dept Review to the next stage, usually “COCI Staff”. For some colleges, a college-level “Faculty Committee” and/or the “School/College Dean” reviewer may be required to authorize proposals before they are submitted to the Academic Senate. Once the proposal is with COCI it will be marked as “COCI Review”.

b) When you return to your proposal screen, in the list the “Proposal Status” will show the course as under “Senate Review” (or “Faculty Committee” or “School/College Dean” if applicable for your college). The “Assigned To” column will show where in the Senate Review process the proposal is currently.