How To: Find Proposals

This how-to informational sheet covers two ways to find a proposal:

1) How to figure out the status of a proposal in CMS.
2) How to figure out whom a proposal is assigned to in CMS.

Proposal Status

Once a proposal is started in CMS it can be in a couple of different places depending on if the proposal has been submitted to the Academic Senate or not. The “Proposal Status” label is found on the proposal page (#1) and as a filter option to sort your proposals (#2):

If it is labeled as “Draft” the proposal has not yet been submitted to the Academic Senate for review.

If it is labeled as “Senate Review” then it has been submitted to the Academic Senate. At this point the proposal is either currently under review by the Senate reviewers or may be assigned back to the department for more information (see “Assigned To” below).

If it is labeled as “Approved” then the proposal has completed the Senate’s review process and the course data has been sent to the SIS Campus Solutions system. Occasionally proposals will have the status of “Denied” or “Canceled”, meaning that proposal cannot move further.

Note: As long as a proposal has the status of “Draft” it cannot be seen or accessed by Senate staff.
Proposal Assignment

Proposals can be assigned to one of several different types of users, depending on the review status:

**Course Contact:** There are two points where the proposal is assigned to the Course Contact. Either when the Course Contact first creates the proposal and has not yet submitted it for Department Chair signature or if the proposal has been returned from the Senate for correction or additional information.

**Department Chair (Faculty Committee, School/College Dean):** A proposal with this assignment is awaiting an approval signature from the department authority. Once it is signed the proposal will move to the next step in the review process and cannot be returned or resigned.

**Senate Staff:** The proposal is awaiting preliminary review by Senate staff who review all proposals for correctness and completeness on behalf of COCI. Senate staff will return incomplete proposals for correction or move the proposal forward to COCI reviewers.

**COCI Subcommittee (American Cultures, Humanities, Sciences, Social Sciences):** COCI is divided into disciplinary subcommittees that review proposals in advance of full COCI committee review. The subcommittees render initial recommendations for the proposal and provide feedback as needed.

**COCI Full Committee:** Once the appropriate subcommittee(s) has recommended a proposal for approval it is presented to the full committee. The full committee takes a vote of final action for the proposal.

To the left of the “Proposal Status” column is the “Assigned To” column (#3) and there is also a filter option (#4):

You can click on any of the labels (#1 & #3) and filters (#2 & #4) to resort and narrow down your search results.
You can also click into any given proposal and see to whom the proposal is assigned status at the top:

A final way you can see the assignment of a proposal is by viewing the “Activity Log” that is located at the bottom of every proposal. The example below is of an “Activity Log” that has gone through all stages of review and has been approved by COCI:

**Activity Log**

05/10/2019 04:22PM  
Course approved by COCI 05/10/2019 Updated by Senate Staff 05/10/2019

05/09/2019 11:20AM  
Senate Staff  
Submitted to COCI

05/03/2019 06:37PM  
School/College Dean  
Signed by School/College Dean (Agricultural and Resource Economics - Faculty Committee, Development Practic...).

04/29/2019 11:49AM  
Department Chair  
Signed by Department Chair (Environmental Sciences - Department Chair, Environ Sci, Policy, and Manage...).

04/29/2019 11:48AM  
Course Contact  
Submitted this proposal

04/23/2019 03:31PM  
Course Contact  
Created this proposal