

# 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):

The screenshot shows the UC Berkeley Course Management System (CMS) interface for Proposals. The main table lists various proposals with columns for Course Number, Flag(s), Assigned To, Proposal Status, and COCI Review Date. A red circle highlights the 'Proposal Status' column header, with a '#1' next to it. Another red circle highlights the 'Proposal Status' filter options in the left sidebar, with a '#2' next to it. The filter options include Approved (965), Canceled (44), Draft (61), and Senate Review (20).

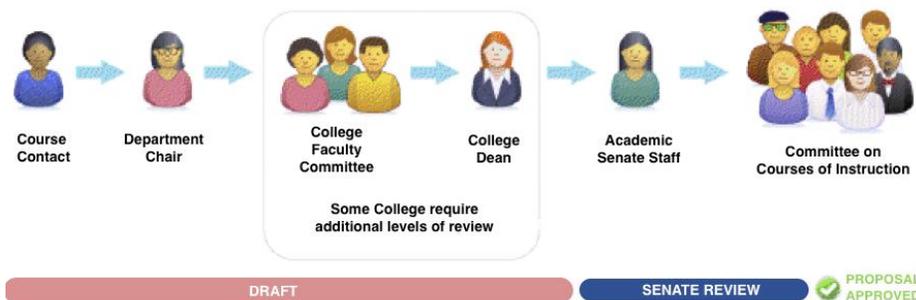
Course Number	Flag(s)	Assigned To	Proposal Status	COCI Review Date
DATA 150Z			Approved	
ESPM 161			Approved	05/10/2019
DATA H195A			Approved	05/10/2019
HISTORY 175D	🚩	Course Contact	Senate Review	TBD
HISTORY 39B	🚩	Course Contact	Senate Review	TBD
ESPM C130		Faculty Committee	Draft	
PSYCH 119			Approved	
PSYCH 14			Approved	
PSYCH 11			Approved	
ENGLISH 180A		Senate Staff	Senate Review	TBD
ENGLISH 172		Senate Staff	Senate Review	TBD
SOCIOL 88		Social Sciences Subcomm	Senate Review	07/12/2019
DATA 198		Sciences Subcommittee	Senate Review	07/12/2019
HISTORY 101	🚩	Course Contact	Senate Review	TBD
HISTORY 132C			Approved	05/10/2019
DUTCH 174			Approved	05/10/2019
ESPM 147			Approved	05/10/2019
HISTORY 100ST			Approved	05/10/2019

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):

**Course Management UC Berkeley**

View Proposals Propose New Course Search Approved Courses

### Proposals

Filter Your Proposal List

- Departments (8)
- Proposal Type
  - Create Course Proposal (212)
  - Modify Course Proposal (771)
  - Withdraw Course Proposal (107)
- Proposal Status
  - Approved (965)
  - Canceled (44)
  - Draft (61)
  - Senate Review (20)
- Flag(s)
- COCI Review Date
- Assigned To
  - Course Contact (27)
  - Department Chair (23)
  - Faculty Committee (1)
  - Sciences Subcommittee (1)
  - Senate Staff (35)
  - Social Sciences Subcommittee (1)

Course Number	Flag(s)	Assigned To	Proposal Status	COCI Review Date
DATA 150Z			Approved	
ESPM 161			Approved	05/10/2019
DATA H195A			Approved	05/10/2019
HISTORY 175D		Course Contact	Senate Review	TBD
HISTORY 39B		Course Contact	Senate Review	TBD
ESPM C130		Faculty Committee	Draft	
PSYCH 119			Approved	
PSYCH 14			Approved	
PSYCH 11			Approved	
ENGLISH 180A		Senate Staff	Senate Review	TBD
ENGLISH 172		Senate Staff	Senate Review	TBD
SOCIOL 88		Social Sciences Subcomm	Senate Review	07/12/2019
DATA 198		Sciences Subcommittee	Senate Review	07/12/2019
HISTORY 101		Course Contact	Senate Review	TBD
HISTORY 132C			Approved	05/10/2019
DUTCH 174			Approved	05/10/2019
ESPM 147			Approved	05/10/2019

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:

The screenshot shows the 'Course Management UC Berkeley' interface. At the top, there are links for 'View Proposals' and 'Propose New Course'. A search bar labeled 'Search Approved Courses' is present. Below this, a navigation bar contains several tabs: 'Course Contact', 'Dept Review', 'School Review', 'COCI Staff', and 'COCI Review'. The 'COCI Review' tab is highlighted with a red oval. The main content area is titled 'Modify ESPM 375: Professional Preparation: Teachi' and includes a 'Proposal Summary' section with sub-tabs for 'Info', 'Course Summary', and 'History'. On the left, there are links for 'PROPOSAL SECTIONS', 'General Course Info', 'Academic Content', and 'Credit'.

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...).

*School/College Dean*

04/29/2019 11:49AM **Department Chair**

Signed by **Department Chair** (Environmental Sciences - Department Chair, Environ Sci, Policy, and Manage...).

*Department Chair*

04/29/2019 11:48AM **Course Contact**

Submitted this proposal

04/23/2019 03:31PM **Course Contact**

Created this proposal