**Script: Reviewing, commenting on, and voting on a proposal**

Length: 4.12 minutes

Any faculty or administrator can be invited by a proposer to **review** and comment on a draft proposal. Such advice early on will help the proposer develop an approvable proposal.

In addition, a department or committee chair can circulate a proposal to members for review, comment, and a vote of Approve, Not Approve, or Abstain. The votes become part of the permanent record of the proposal.

1. You have received an email from Curriculum Central notifying you that a course proposal (AKA “outline”) is awaiting your **review** and providing you with a live link to the site. You log into CC.

2. On your Tasks page is the course you are to **review**. If you click on the course **alpha/number**, you will be viewing the proposed outline.
   
   i. At the top right of this outline view is a printer icon; click on it to print a hard copy or to make a PDF copy you can save to your desktop.
   
   ii. Click on the **My Tasks** tab to return to your **Tasks** list.

3. If you click on **Review outline**, you will be able to add comments to any or all items, to view any or all comments made by previous reviewers, and then to return to the person who sent it to you.
   
   a. Click on the **blue balloon** icon next to an item to view other comments.
   
   b. Click on the **pencil/notepad** icon to add your own comments. It is very important to indicate here any corrections or revisions that should be made to strengthen the proposal.
   
   c. At the bottom of the window, right under the proposal items, click on **View all comments** to see all previous comments on one page, including your own.
   
   d. You can add summative comments in the final text box. Click **Submit** to save these final comments; you will be returned to the outline for the next step.
   
   e. If you are being asked by your department or committee chair to vote on the proposal as a committee member or department member, you’ll see at the bottom of the window a set of check boxes **Approve**, **Not Approve**, or **Abstain**. Type in “1” in one of these to indicate your vote.
   
   f. To save the outline to work on later, click **Save**.
   
   g. To return the proposal to the sender, click **I’m finished** or, if you are voting, click on **Save and Finish Review**.
   
   h. CC will return the proposal with your comments to the sender’s Tasks page and will notify the sender when all reviewers have completed their reviews.