

Academic Unit Heads

APPROVING A CAROLINA CORE COURSE PROPOSAL

*** HELPFUL HINTS ***

Email Notifications

- ❖ You will receive an automatic email notice from utsweb@mailbox.sc.edu when proposals arrive into your approval queue.
- ❖ To access your approval queue, you must log in to the Carolina Core Course Proposal submission site. <http://www.sc.edu/programproposal>.

Logging In

- ❖ Login requires USC User ID and password.
- ❖ USC User ID can be found at VIP under “Technology”, clicking on “Network Access”, and then clicking on “Network User Name.”



First Screen: Proposal Management

Proposal Management Screen Start New Proposal | Logout

Proposal Approvals

View All

"Quick Approve" moves the proposal forward without comments. If you wish to add comments before approving, click the document icon or the red course title to open the proposal, and scroll to the bottom.

Course	Curriculum	Term	Status	Manage
AERO 123 Proposed by: Ivanka Todorova College of Arts and Sciences	Course	Fall 2012	Submitted to Academic Unit on Nov 1, 2011 10:12 AM	<input type="checkbox"/>  

Proposals Created by Me Start New Proposal

There are currently no proposals created by this account.

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- ❖ The screen has two sections: “Proposal Approvals”, and “Proposals Created by Me”.
- ❖ The proposals waiting for your approval will be in the top section, “Proposal Approvals”.
- ❖ If you also are the creator of your own Core course proposal(s), these will be listed under “Proposals Created by Me”.
- ❖ Items on the “Proposal Approvals” list are no longer editable by the original proponent.

Navigating Approvals

❖ Reviewing and Approving a Proposal

- After logging on to <http://www.sc.edu/programproposal>, you can access a copy of any proposal's full Form Summary to review by clicking on the red course number on the left, or the document icon to the right.
- You may approve/acknowledge a proposal in one of two ways: from “Form Summary” page or from Proposal Management Screen
- Approving from the Form Summary Page
 - On the Form Summary page, you will see a list of all previous approvals with date and status at the bottom of the Form Summary.
 - You will also see an “Approve and Forward” check box, a “Comments” text box, and a “Submit” button at bottom of Form Summary.

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Previous Approvals

Approval 1	Academic Unit Head (HIST) <i>Not yet Rated</i> Added to Approval queue on Oct 28, 2011 12:33 PM
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Approvals

Approve and Forward:

Comment:

Path:

- Check the appropriate action, add a comment if desired, and then click Submit.
- The proposal will automatically be forwarded to the next approver, and you should see the status update.
- Approving using 'Quick Approve' from the Proposal Management Screen

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Proposal Management Screen

[Start New Proposal](#) | [Logout](#)

Proposal Approvals

View All

"Quick Approve" moves the proposal forward without comments. If you wish to add comments before approving, click the document icon or the red course title to open the proposal, and scroll to the bottom.

Course	Curriculum	Term	Status	Manage
AERO 123 Proposed by: Ivanka Todorova College of Arts and Sciences	Course	Fall 2012	Submitted to Academic Unit on Nov 1, 2011 10:12 AM	Quick Approve <input type="checkbox"/>  

- Click the 'Quick Approve' checkbox in the far right column. (Please note that approving this way does not allow the inclusion of comments.)
 - Once you have selected Quick Approve, click Submit. You should receive a green message once it is successfully submitted. The status should also be updated.
- ❖ Once any approver has clicked “Quick Approval” or “Submit” buttons, approval privileges are terminated for that approver for that proposal. Therefore, once you have responded to a proposal, you will see the “Quick Approval” check box on the “Proposal Management” screen is faded out. The proposal summary is still viewable by clicking the document icon in the right column, or the red course number on the left side of the screen. Either will open a read-only version of the proposal Form Summary with the list of prior approvals.

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OTHER IMPORTANT NOTES

Approval and Editing Rights to Active Proposals

Individuals have different rights to each course proposal depending on their role in the approval process.

- ❖ “Approval only” rights: Academic Unit Chairs, Carolina Core Specialty Team Chairs, Faculty Senate Curriculum Committee Chair, USC Undergraduate Dean, Registrar
 - They can read proposals and can insert comments which convey to the next approver
- ❖ “Approval and editing” rights: College/School representatives, Faculty Senate Officer
 - They acknowledge initial receipt of proposals (date posted in “Status” on Program Management screen and in “Approvals” section of proposal Form Summary)
 - They may insert comments
 - They may touch proposals several times before final approval (if proposals are rejected by a subsequent approver; or if proposals involve multiple colleges)
 - With approval from prior approvers, they may edit proposals to expedite processing.
- ❖ “Reviewing” rights: Committee members (College-level Curriculum Committees, Carolina Core Specialty Teams, Full Carolina Core Committee, Faculty Senate Courses and Curriculum Committee, Faculty Senators).
 - They can review or check the status of proposals at the Committee Review Site once they've been received at the college/school level.

Attachments and Supporting Documentation

- ❖ Support documentation, including letters of concurrence, is embedded within the electronic form, to streamline approvals by numerous committees and administrators.
- ❖ Documents should be in Word or plain text format; PDFs will NOT work.
- ❖ Cutting and pasting text from Word, Word table, Excel, and .gif image documents, and from emails, should work from any browser if you use “Cntrl-C” and “Cntrl-V”.
- ❖ All text boxes are editable using the standard Word toolbar provided. There are some editing limitations with the “Paste from Word” and “Paste as Plain Text” icons, which work when applied to text already entered in the box.

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Approvals

Approve and Forward:

Comment:

B *I* U ABC [List Icons] Paragraph Font Family REC [Icons]

This proposal meets all departmental requirements. |

Path: p

Submit

Approvals and Rejections

- ❖ In all cases, if a proposal is approved and the approver clicks the “Submit” button, the proposal automatically moves to the next approver, who is sent an email notification.
- ❖ If a proposal is rejected by a department chair, it returns to the original proponent.
- ❖ If a proposal is rejected by a college representative, it returns to the original proponent.
- ❖ If a proposal is rejected by any approver beyond the college representative level, the proposal returns to the college representative, who is responsible for consulting prior approvers if the proposal is substantially edited.

Approval Status and Timeline

- ❖ After submission, the proposal will move automatically to the approval queue of the department/program chair; once they approve, it moves to the approval queue of the College representative.
- ❖ When the proposal reaches the College level, a read-only version will be posted by the College representative to the Committee Review Site, accessible to Academic Program Liaisons, and committee members throughout the process. The Committee Review Site is secured. (Academic Program Liaisons have username and login information.)

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- ❖ The complete listing of active proposals is available on the Committee Review Site. Filters allow for targeted views by four-letter designator, college/school, Carolina Core Learning Outcome or Committee name.
- ❖ If a proposal sits in any approval queue for longer than 15 days, the College/School representative will receive an email notification identifying where the proposal is held.

Login Help

In order to login to the Electronic Course and Program Proposal, you will need to know your USC Network username and password. This is the username that was assigned to you when you registered on the USC network and is also referred to as your LDAP Userid and password.

The password IS NOT your VIP Pin Number.

If you are having a problem signing in and are not sure of your Username, please refer to the following steps:

1. Go to  and Login with your USC identification Number.
2. Select the Technology link on the left navigation bar.
3. Select Network Username. This will show you the USC Network Username you need to use for the Help System.