

## Reviewing, Approving, and/or Acknowledging Proposals (Step-by-Step)

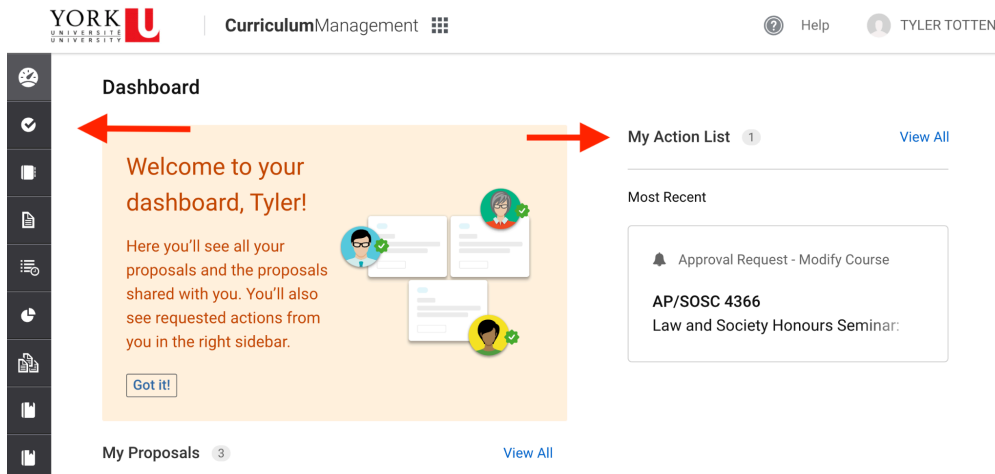
### 1. Login to CMS

You will be notified by email when any proposals are awaiting approval or acknowledgement. If you have not already done so, you will need to login to CMS using your Passport York credentials to see the proposed change or new course proposal at this address: <https://york.kuali.co/cm/#/dashboard>

### 2. Find the Proposal

Any proposals needing review, approval, or acknowledgement will appear under “My Action List” on your dashboard. Keep in mind that, as a Program Coordinator or Curriculum Committee member, you will see all departmental proposals under this heading. You only need to open them if it relates to your specific program or duties on the committee.

In addition to opening those items directly listed under “My Action List,” you can also open the action list by selecting the checkmark box on the left side panel.



The screenshot shows the York University Curriculum Management dashboard. At the top, the York University logo and 'CurriculumManagement' are visible. The user is identified as TYLER TOTTEN. The dashboard features a central welcome message for Tyler, a 'My Proposals' section with a 'View All' link, and a 'My Action List' section with a 'View All' link. The 'My Action List' section displays a notification for an 'Approval Request - Modify Course' for AP/SOSC 4366, 'Law and Society Honours Seminar'. A red arrow points from the 'My Action List' header to the 'View All' link, and another red arrow points from the 'View All' link to the 'My Action List' header.

### 3. Click on the Name of the Course to Review the Proposal

When viewing your Action List, you may see several courses listed. Simply click on the name of the course that requires your approval or acknowledgement.

YORK UNIVERSITY | CurriculumManagement | Help | TYLER TOTTON

Search...

Code	Title	Description	Type	Created On	Action Requested
AP/SOSC 4366	Law and Society Honours Seminar: Race, Law, and the Politics of Representation	This course explores key theoretical concepts, intellectual concerns, and political debates in the s...	Modify course	2024/06/24	Approval

Search Options

Pagination:

Prev Next

One Result

#### 4. Initial Approval of the Proposal

The initial approval of the proposal should come from the Curriculum Committee Chair.

If changes to the proposal are necessary, there are two ways to request these from the original proponent: selecting “Send Back” or “Comments.”

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AP/SOSC 4366 | Law and Society Honours Seminar: Race, Law, and the Politics of Representation | Under Review | Summer 2025

**Changes**

- Brief Course Description
- Long Course Description
- Course Pre-requisites Rules
- participants
- Effective Term/Calendar Year

Show All

**Proposed**

Effective Term/Calendar Year  
Summer 2025

**Existing**

Effective Term/Calendar Year

- Approve
- Send Back
- Deny
- Withdraw
- Edit
- Return to Course
- Comments 1
- Duplicate
- Print
- Audit Log

Click “Send Back” if you are requesting changes from the proponent. Be sure to select “Form Submission” as the step you are sending this back to. Although you can include all comments on what needs to be addressed in the “Comment” box, you may find it more useful to include these in the general “Comments” section instead (explained more fully under the “Acknowledge” step below).

YORK UNIVERSITY | CurriculumManagement | Help | TYLER TOTTON

AP/SOSC 4366 | Law and Society Honours Seminar: Race, Law, and the Politics of Representation | Under Review | Summer 2025

**Changes**

- Brief Course Description
- Long Course Description
- Course Pre-requisites Rules
- participants
- Effective Term/Calendar Year

Show All ▾

**Proposed**

Effective Term/Calendar Year  
Summer 2025

Existing

Approve  
Send Back

Send Back To:

Form Submission  
 Initial Department Approval

\*Comment

Please include a list of prerequisites in the brief course

Send Back

Audit Log

If no changes are needed at this step (or if requested changes have been made), simply click “Approve” to move the proposal to the “Acknowledgement” step.

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AP/SOSC 4366 | Law and Society Honours Seminar: Race, Law, and the Politics of Representation | Under Review | Summer 2025

**Proposal Information**

Workflow Status  
In Progress

Departmental Acknowledge, AP/Social Science

Acknowledgement Requested | Departmental Acknowledge (LA&PS)

Mohamed Sesay  
 John Simoulidis  
 Emilia Nielsen  
 Jose Miguel Gonzalez Perez  
 Matthew Tegelberg  
 Amelie Barras

Approve  
Send Back  
Deny  
Withdraw

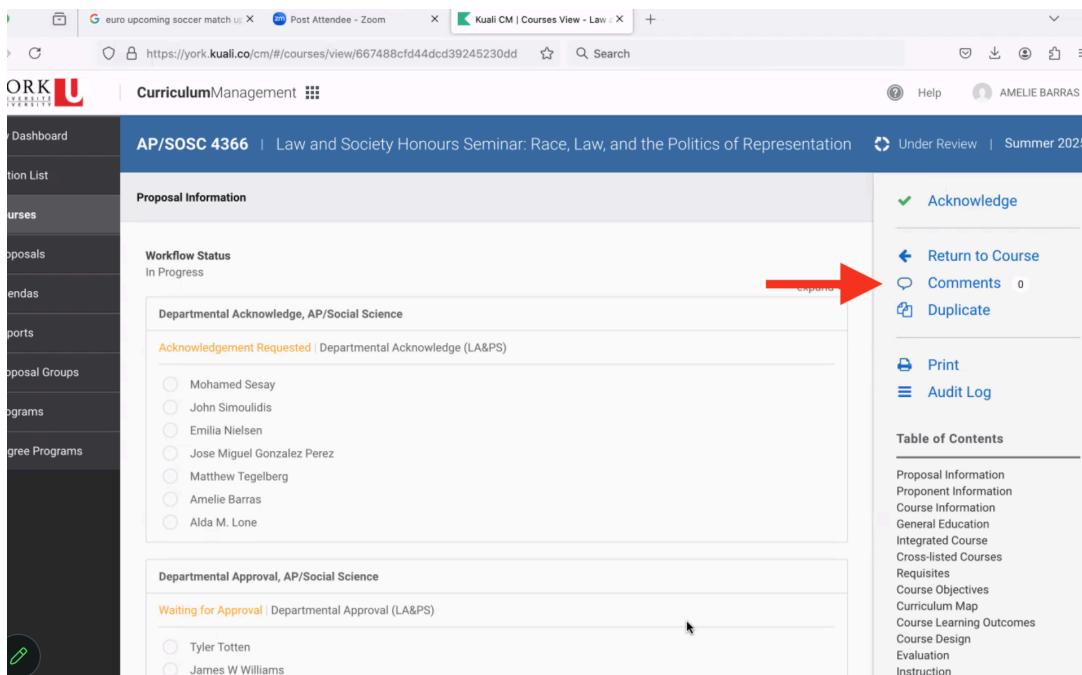
Edit  
Return to Course  
Comments 1  
Duplicate

Print  
Audit Log

## 5. Acknowledgement Step

Acknowledgement of the proposal should come from the relevant Program Coordinator and the relevant Curriculum Committee Member(s).

If changes to the proposal are necessary, select “Comments.”



Click the speech bubble in the upper right corner to start a new comment thread.



Enter the name of the proponent in the “Select recipient(s)” box to send your feedback directly to them. You can include others in the thread if their input is relevant (e.g., the Committee Chair, the UPD, etc.). Be sure to select “Grant edit access while in this step” if you want to allow the proponent or others to implement changes.



Select recipient(s)

Tyler Totten 



Add a comment

Grant edit access while in this step

Comment

Cancel

If no changes are needed at this step (or if requested changes have been made), simply click “Acknowledgement” to move the proposal to the “Final Approval” step.

The screenshot shows the Curriculum Management interface for a proposal titled "AP/SOSC 4366 | Law and Society Honours Seminar: Race, Law, and the Politics of Representation". The proposal is currently "Under Review" for "Summer 2025". The workflow status is "In Progress".

The main content area displays two sections:

- Departmental Acknowledge, AP/Social Science**: Status is "Acknowledgement Requested". A list of recipients is shown with radio buttons:
  - Mohamed Sesay
  - John Simoulidis
  - Emilia Nielsen
  - Jose Miguel Gonzalez Perez
  - Matthew Tegeberg
  - Amelie Barras
  - Alda M. Lone
- Departmental Approval, AP/Social Science**: Status is "Waiting for Approval". A list of recipients is shown with radio buttons:
  - Tyler Totten
  - James W Williams

The right-hand sidebar contains several action buttons: "Acknowledge" (with a green checkmark and a red arrow pointing to it), "Return to Course", "Comments" (0), "Duplicate", "Print", and "Audit Log". Below these is a "Table of Contents" section listing various proposal components.

## 6. Final Approval Step

Final approval at the departmental level should be entered by the Undergraduate Program Coordinator (usually in consultation with the Curriculum Committee Chair).

As with the Initial Approval step, the Final Approval step can send the proposal back to the proponent for further changes or approve the proposal and move it beyond the departmental level for review.

## Workflow

### 1. Initial Approval

- **Curriculum Committee Chair** reviews the *formal* elements of the proposal.
  - Questions may include:
    - Do any aspects of the proposal need to be completed or fleshed out?
    - Are there any phrasing issues that need to be addressed to communicate the proposal's intent more clearly?
    - Are there any missing supporting documents (that have not yet been solicited)?
    - Are there any apparent errors in the proposal? (E.g., incorrect Mode of Delivery selected)
  - The Committee Chair may advise on how substantive content is communicated in the proposal (e.g., listed methods of evaluation, arrangement of bibliography, etc.), but should not comment on the choice of substantive content itself

### 2. Acknowledgement

- **Program Coordinator** generally reviews the *substantive* elements of the proposal
  - For Changes to Existing Courses, coordinators can use their discretion as to whether or not input from other members of the program will be necessary.
    - E.g., adding a missing prerequisite will not normally require additional input, whereas permanently changing the credit weighting of a course might

- For New Course Proposals, this should be approved only following consultation with program members
- **Curriculum Committee Member(s)** generally reviews the *formal* elements of the proposal
  - The committee functions as a “second set of eyes,” asking the same questions as the Committee Chair from the initial approval step
  - For Changes to Existing Courses, normally only one additional committee member needs to acknowledge this.
  - For New Course Proposals, normally the whole committee should review and acknowledge this.

### 3. Final Approval

- The **Undergraduate Program Coordinator** reviews the *formal* elements and endorses the *substantive* elements of the proposal
  - For Changes to Existing Courses, this will usually entail simply being the “third set of eyes,” asking the same questions as the Committee Chair in the initial step
  - For New Course Proposals, this will involve the formal review and the endorsement of the substantive elements
    - In the past, this “endorsement” came in the form of the Department Chair signing off on NCPs after the end-of-term Council retreat (when all faculty members have an opportunity to review and comment on the NCP as part of the consent agenda). As the Department Chair has no role in the workflow, this “final sign-off” will need to come from the UPD.