

ICC Curriculum Proposal Tracking – Proposed Project Scope

To automate and digitize the curriculum proposal process, we would need to do the following:

1. Create (or utilize the existing) database for assigning a proposal number.
2. Create an electronic filing cabinet in Nolij to store scanned or electronic versions of submitted proposals. (The Academic Programs office already owns scanning equipment)
3. Create inboxes in Nolij for each sub-committee.
4. Create workflow processes in Nolij to route proposals correctly (see proposed workflow diagram)
5. Create communications steps in Nolij to handle notification to departments.
6. Create Business Process Guide to document new business processes.

ICC Proposal Process

1. Proposal Received
 - 1.1. Proposal is received by the Academic Programs Office
 - 1.2. Proposal is entered into the Access Tracking Database
 - 1.3. Proposal is scanned
 - 1.3.1. Original proposal is filed manually
 - 1.3.2. Scanned proposal is uploaded to Sharepoint
 - 1.4. Proposal is logged in the Tracking Spreadsheet (in Sharepoint)
 - 1.5. Once a week, Cindy (ICC Chair) & Jodie meet and review the Tracking Spreadsheet and decide what to do with each proposal:
 - 1.5.1. Send back to the department (Incomplete proposal: "Returns") [Section 2]
 - 1.5.2. Send to ICC Consent Calendar [Section 3]
 - 1.5.3. Send to AMP Sub-Committee [Section 4]
 - 1.5.4. Send to CDC Sub-Committee [Section 5]
 - 1.5.5. Send to PPA Sub-Committee [Section 6]
 - 1.6. Tracking Spreadsheet is updated with current status/committee location
2. "Returns"
 - 2.1. Jodie emails department with problems and engages in back and forth communication. (This can take weeks or years)
 - 2.2. Once all documents have been received, the proposal is sent back to Step 5 above ("decide what to do") and starts the process over.
3. Consent Calendar
 - 3.1. Proposal is added to the Consent Calendar
 - 3.2. Proposal "sits" until the next meeting (3-4 weeks)
4. AMP Sub-Committee (7-8 people)
 - 4.1. All committee members review all proposals
 - 4.2. Cindy (Chair) engages in back and forth communication with department
 - 4.3. Committee reviews final proposal
 - 4.4. If committee recommends approval, proposal is sent to ICC committee for review and approval.
 - 4.5. Tracking Spreadsheet is updated
5. CDC Sub-Committee (5 people)
 - 5.1. Each proposal is assigned to an individual for review
 - 5.2. The responsible individual engages in back and forth communication with department
 - 5.3. Committee reviews final proposal
 - 5.4. If committee recommends approval, proposal is sent to ICC committee for review and approval

5.5. If committee does not recommend approval, return to step 5.2

5.6. Tracking Spreadsheet is updated

6. PPA Sub-Committee

6.1. Workflow to be determined

7. ICC Committee Review

7.1. ICC meets and approves proposals

7.2. ICC sends list of approved proposals (and resolutions) to Academic Senate for approval

7.3. If not approved, Cindy or Jodie contact the department and offer suggestions for future revisions

Notes:

Every time there is movement from one committee to another or from one individual to another, the Tracking Spreadsheet is supposed to get updated (it doesn't always).

Communications are handled in email and are often forgotten about.

Individuals are using various personal tracking methods to track their responsibilities. Consequently, proposals aren't processed in an efficient manner.

When proposals move to Academic Senate, we need a way to separate by meeting: "this meeting", "next meeting".

