CSUN | DIVISION OF ACADEMIC AFFAIRS

Curriculum Review Workflow
College Curriculum Committee Member User Guide

Overview

The college curriculum committee reviews curriculum proposals that have been approved by the department and routed by the associate dean. Committee members receive an email notification from the college curriculum committee designee with link(s) to view the proposal(s).

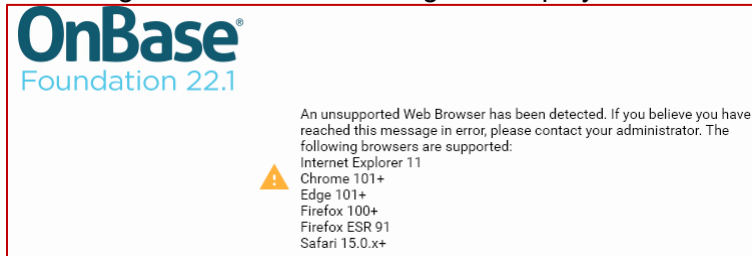**Instructions provided in this User Guide include:**

- Web Browser Requirements
- Accessing and Viewing Proposals
- Print or Save PDF Copy of Proposal

Web Browser Requirements

Web browser requirements are available on the CSUN IT webpage. For technical assistance, please contact the College IT. The latest version of Chrome or Firefox is recommended.

Browser	Version
Google Chrome	101 and newer
Mozilla Firefox	100 and newer (for ESR 91 and newer)
Apple Safari	15 and newer
Microsoft Edge (on Chromium)	101 and newer
Microsoft Internet Explorer	11

A message, such as the following, will display when the web browser is **NOT** supported:

OnBase® Foundation 22.1

An unsupported Web Browser has been detected. If you believe you have reached this message in error, please contact your administrator. The following browsers are supported:
Internet Explorer 11
Chrome 101+
Edge 101+
Firefox 100+
Firefox ESR 91
Safari 15.0.x+

Additionally, if the Curriculum Proposal opens in a non-supported web browser, the form will not display correctly. The following is an example of the form in a **non-supported web browser**. *Do not use the form if it opens as shown below*. Consult with the College IT for assistance using a supported web browser. Note: The Curriculum Proposal Form may not display correctly while simultaneously logged into the Portal in the same web browser.

CSUN Division of Academic Affairs Curriculum Proposal
If you experience any issues accessing this form and/or attachments, please contact curriculum@csun.edu or (818) 677-2969 for assistance.

Proposal Status	Proposal Date	Last Save Date
NEW PROPOSAL	02/23/2018	

College*   Department/Program*

Effective Term   Effective Year

Name of Submitter*   Email Address*   Ext.

Proposal Type*

Submit

The following is an example of the form in a **supported web browser**. Consult with the College IT for assistance if the form does not display as pictured below.


Accessing and Viewing Proposals

1. Open the link from the email notification. Copy and paste the link into a **supported web browser**, if necessary. (Note: The email may contain multiple proposal links to review.)
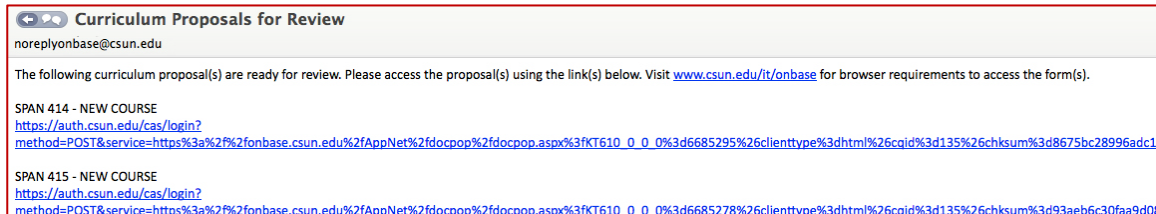

VPN is required to access OnBase forms and attachments from off campus.
(Note: The following error message will display if a Word attachment is opened without connecting to the CSUN VPN.)
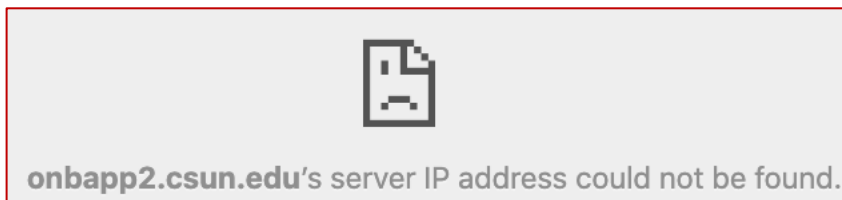
Note: Proposal links created prior to October 20, 2020 are no longer valid. To access a proposal using an old link, manually update the URL by changing *AppNet* to *DocPop*. A Service Unavailable error message will display if an old URL is accessed.
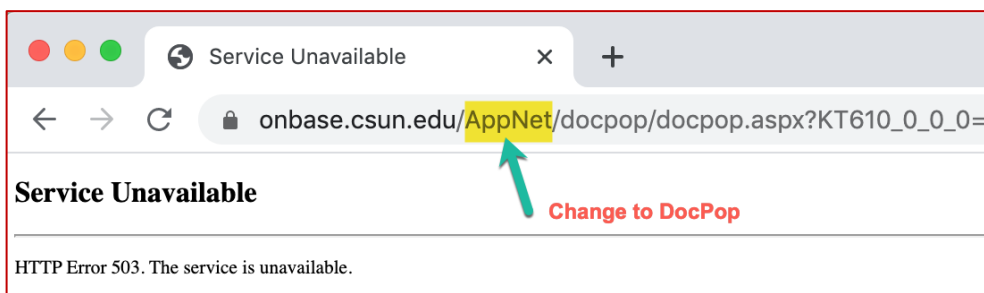
2. When prompted, login with your CSUN User ID and password.

3. Double click on the **Document Name** Curriculum Proposal to open the form.

4. Review the proposal form for completeness. Refer to the **Submitter User Guide** for basic instructions on proposal submission. Detailed information regarding the different proposal types and relevant fields that must be completed by the submitter is outlined in the **Submitter User Guide Supplement**. See also: Curriculum Review Checklist. (Note: Proposals in **College Curriculum Committee Review** status cannot be edited. The committee designee has the ability to return proposals that are incomplete or require changes.)
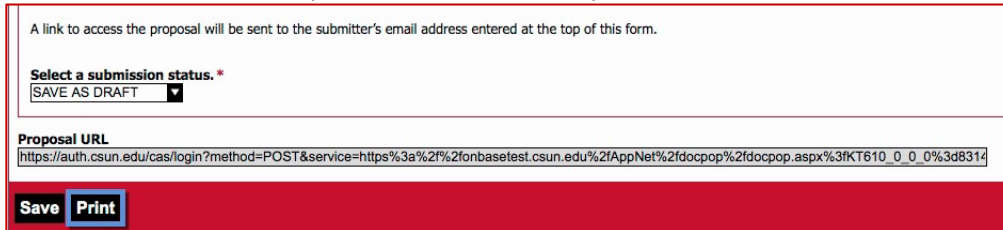

5. Repeat steps 1, 3 and 4 for each proposal link included in the email notification.

Print or Save PDF of Proposal

The **Print** button is available at the bottom of the page to print a hard copy or save a PDF of the proposal form. Note: If the proposal includes any attachments, the file(s) must be downloaded and/or printed separately from the proposal form.

Print

1. Select the **Print** button (NOT the Save button) at the bottom of the proposal form.

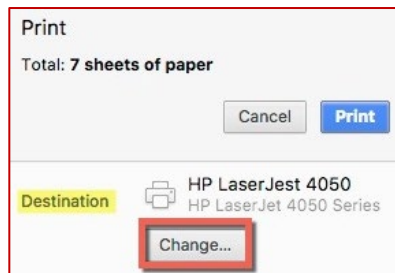2. When the print dialogue box displays, print as you would any other file.

Save PDF

1. Select the **Print** button (NOT the Save button) at the bottom of the proposal form.
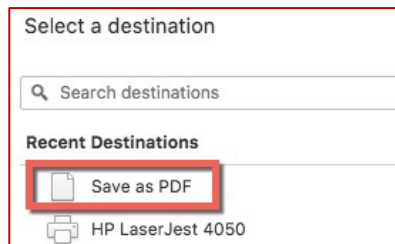2. When the print dialogue box displays, save as you would any other file.

Depending on the web browser or the computer, the following may apply. For technical assistance please contact the College IT.

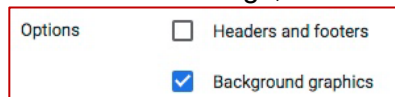### Chrome Print Dialogue Box (PC, Mac):

a. Under "Destination" select the Change button.
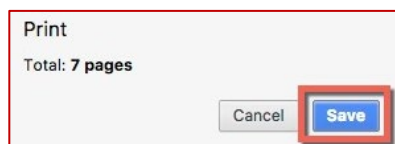

b. Choose Save as PDF.

c. Under More Settings, select the option Background Graphics.

d. Select the Save button.

e. You will be prompted to save the file to your computer.