

Coursedog User Guide
Committee/Council Chair



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Committee/Council Chair Instructions

Email Notifications

Emails will be sent via Coursedog once a proposal is at your assigned step in a workflow with necessary information.

- Your step may require your approval.
- Email example:



Creating an Agenda for a Meeting

1. Click 'Agendas' from the left navigation menu
2. Click +Add Agenda at the top of the page
3. Add relevant information to the Agenda template.
 - Add Proposals in the order in which you wish them to be reviewed. (Find them via filtering)
 - You can add attachments to be downloaded by agenda viewers later
 - You don't have to add all attendees at this time because Agendas will be viewable by all.
 - An Attendee is required to save it – you could just add yourself for an easy workaround.
4. Click Submit to save.



5. When complete, click into the brand-new agenda and email the link of this page to your committee or council ahead of your meeting for review.
 - Those who access the agenda can click on each proposal added to the agenda for further review and discussion.

Vote on Proposal

1. To access a proposal that requires your attention, click on the link in the email or [log into Coursedog](#).
2. After logging in, you can access the proposal either from your home screen (if it needs approval) or the proposal dashboard (all instances).
3. Once you locate and click into the proposal, you'll be presented with the proposal information and the ability to submit your decision.
4. Before you submit Approve, or Reject, document the committee or council voting information in the Comment section.
 - Example:
 - A: Consent Vote: 6-0-0
 - B: Vote: 6-0-0
5. Submit your decision to move the proposal along.

The screenshot displays the 'Curriculum Program Proposal' interface. On the left, under 'Plan Information', the 'Description' is 'Applied Biotechnology (MS)' and the 'Academic Plan Code' is 'ABT-MS'. The 'Author' is 'Janette Parkhurst'. The 'Program' is 'ABT-MS'. The 'Status' is 'Pending'. The 'Decisions' section shows a progress bar with four circles, the first of which is filled. The 'DECISION' tab is selected, showing options to 'APPROVE' (with a green checkmark) or 'REJECT' (with a red X). Below these options is a text area for 'Please comment on your decision below.' with the placeholder 'Enter comment here'. A 'SUBMIT DECISION' button is at the bottom. A 'Help' button is visible on the right side of the interface.

See **Proposal Details** for further information about the available pills/tabs to select. Once completed, the proposal is routed to the next appropriate parties in the workflow for further processing.



Have Questions?

Have further catalog or curricular proposal questions? [Email Catalog Editor](#).

For any additional technical questions or issues related to Coursedog, [contact Jonelle Przybylski and Janette Parkhurst](#).

