

Academic Programs Proposal System (APPS) Reviewing and Commenting on Proposals

If your committee is set up to receive emails from APPS, then you can click the link in the email notification to login to the system and be taken directly to the course or program proposal to be reviewed (see example below)

[CIM Courses] Review Request: Distributed Learning



Academic Programs Proposal System <sc@notify.coursele
To Hou, Trena



Fri 3/4

We removed extra line breaks from this message.

Trena:

There are pending course change proposals awaiting your review, including JOUR 445: Team Media for Sports Media.

Please visit:

<https://usbulletins-next.sc.edu/courseleaf/approve/?role=Distributed%20Learning>

to review the changes and provide your feedback.

For questions or concerns about the Academic Programs Proposal System, please contact the Office of Academic Programs by email at acadprog@mailbox.sc.edu or call 777-6727.

Thank you.

If your committee is set up so that you do not receive an email notification and instead receive a list of courses and program to review (e.g., Faculty Senate Committee on Curricula and Courses), then you can either access all of the proposals to be reviewed in the committee queue in the approval page, or search for the courses and programs to be reviewed in their respective pages.

Reviewing Proposals in the Approval Queues

Approvers and Committee Reviewers can login at the approver page, <https://usbulletins-next.sc.edu/courseleaf/approve/>, to review all proposals.

1. On the approval screen, ensure the appropriate approval queue is selected under “Your Role.” Click on a proposal in the list to see that proposal (the full proposal will open below the list).

COURSELEAF

Pages Pending Approval

PAGE	USER
/courseadmin/11905: ISCI 700: Introduction to Graduate Studies in Library and Information Science	Laura Thorp
/courseadmin/5983: ISCI 794: Internship in Library and Information Science	Kim Thompson
/courseadmin/5985: ISCI 796: Independent Study in Library and Information Science	Kim Thompson
/courseadmin/6293: JOUR 710: Organizational Communication	Christopher (CJ) Fault

Page Info | Workflow Status | Attached Files | Revision History

Title: ISCI 700: Introduction to Graduate Studies in Library and Information Science
Last Update: Feb 17, 2022 4:54pm
Template: cim
Page Authors: any
Workflow:
College: IC
Department: School of Information Science

- Review the information presented in the proposal and then click on the green “add comment” button to add reviewer comments.

The screenshot shows the University of South Carolina logo and the text "South Carolina" in a black header. Below this, the page title is "Course Change Request". The main content area is titled "New Course Proposal" in red. On the left, there are buttons for "Export to PDF", "Export to Word", and "Shred Proposal". Below these are the submission details: "Date Submitted: 02/17/22 12:12 pm" and "Last edit: 02/17/22 4:54 pm". The course title is "ISCI 700 : Introduction to Graduate Studies in Library and Information Science" in red. The proposer is listed as "Changes proposed by: Laura Thorp (thorp)". On the right, there is a "Go to Special Topics" button and a prominent green "Add Comment" button. Below the "Add Comment" button is an "In Workflow" section with a list: "1. ISCI Chair", "2. IC Rep", "3. Registrar Banner Validation", and "4. Registrar Degree".

- Enter the comments and click save when finished.

The screenshot shows a modal dialog box titled "Add Comment". It features a large, empty text input area for entering comments. At the bottom of the dialog, there are two buttons: "Save" and "Cancel".

Note: Committee reviewers can review proposals and add comments to any proposal in the approval queue, but only approvers (Committee Chair) can edit, rollback (return), or approve the proposals.

Reviewing Proposals by Searching for Courses:

For courses, committee review members will need to login to <https://usbulletins-next.sc.edu/courseadmin/>.

1. Reviewers can use the course search function to locate the proposal to be reviewed. Reviewers may search by course prefix and number or can click on “workflow” to sort proposals by workflow step and then scroll down to the respective committee.


Course Inventory Management

Help 

Search, edit, add, and inactivate courses.

Use an asterisk (*) in the search box as a wild card. For example, MATH* will find everything that starts with “MATH”, *MATH everything that ends with “MATH”, and *MATH* everything that contains “MATH”. The system searches the Course Code, Title, Workflow step and CIM Status.

Quick Searches provides a list of predefined search categories to use.

Archive History - OR - 

Course Code	Title	Workflow	Status
AESP 265	Aerodynamics I Incompressible Flow	Banner	edited
AESP 314	Energy Power and Propulsion	Banner	edited
AESP 361	Aerospace Laboratory I	Banner	edited
AESP 420	Flight and Orbital Mechanics	Banner	edited
ARTS 111	Basic Drawing I	Banner	edited
ARTS 230	Introduction to Drawing	Banner	edited
CLAS 350	Research Skills in a Research Team	Banner	edited

2. After selecting the course, the new course proposal or course change proposal will appear.
3. Review the course information and then click on “add comment” to add reviewer comments.

Viewing: **PSYC 300 : Human Sexual Behavior**

Last edit: 02/21/22 11:50 am

Changes proposed by: Christeen Stephens (Herbc)

referencing this course

- [Health Promotion, Education, and Behavior Minor](#)
- [Psychology](#)
- [Psychology.\(PSYC\)](#)
- [Psychology.\(PSYC\)](#)
- [Psychology.\(PSYC\)](#)

In Workflow

1. PSYC Chair
2. Distributed Learning
3. AS Rep
4. Registrar Banner Validation
5. Registrar Degree Audit
6. Undergraduate Dean
7. Faculty Senate Committee on Curricula and Courses Chair

4. Enter the comments and click save when finished.

Viewing: **PSYC 300 : Human Sexual Behavior**

Last edit: 02/21/22 11:50 am

Changes proposed by: Christeen Stephens (Herbc)

referencing this course

- [Health Promotion, Education, and Behavior Minor](#)
- [Psychology](#)
- [Psychology \(PSYC\)](#)
- [Psychology \(PSYC\)](#)
- [Psychology \(PSYC\)](#)

Add Comment

Reviewing Proposals by Searching for Programs:

For programs, members will need to login to <https://uscbulletins-next.sc.edu/programadmin/> and use the program search function to locate the proposal.

Program Management

You are logged in as thoup [Help](#)

Search, edit, add, and inactivate programs.

Use an asterisk (*) in the search box as a wild card. For example, MATH* will find everything that starts with "MATH", *MATH everything that ends with "MATH", and *MATH* everything that contains "MATH". The system searches the Program Code, Title, Workflow step and CIM Status.

Quick Searches provides a list of predefined search categories to use.

History - OR -

Program Code	Program Name	Workflow	Status
	Master of Science in Information Technology	Graduate Council Co...	added
	Mechanical Engineering Minor	Undergraduate Dean	added
	Environmental and Sustainable Engineering Minor		
	Combination Degree in MSEM and MBA		

1. After selecting the program, the new program proposal or program change proposal will appear.
2. Review the program information and then click on "add comment" to add reviewer comments.

New Program Proposal

Date Submitted: 06/20/22 2:33 pm

Viewing: : **Mechanical Engineering Minor**

Last edit: 06/21/22 9:37 am

Add Comment

In Workflow

1. MECH Chair
2. EN Rep

3. Enter the comments and click save when finished.