



How to Relaunch a Proposal

You will receive a notification that an action is required.

Daily currIQunet notifications for **Lannibeth Cal**
Notifications contain all activity in the system rel

Action Needed

You are a participant in the approval process for the follow

Proposal Type: New Credit Course Proposal
Title: NUTR 9 - Nutrition for a Sustainable Future
Originator: Begoña Cirera Perez
Your action as **Curriculum Specialist 2.0** is **optional**

Proposal Type: New Credit Course Proposal
Title: MTH 88 - Introduction to Data Science
Originator: Lara Bauman
Your action as **Curriculum Specialist 2.0** is **optional**

Proposal Type: Create New Program
Title: High Beginning Writing Skills - Certificate of Comp
Originator: Erika Lachenmeier
Your action as **Curriculum Specialist 2.0** is **optional**

Log into Meta

1. Log into META: <https://chabot.curriqunet.com/> ([Instructions to login](#))

Go to approvals.

The screenshot shows the Chabot College website interface. At the top, there is a navigation bar with the college logo and name. Below the logo, there are three main menu items: 'Curriculum', 'Reports', and 'Approvals'. The 'Approvals' menu item is highlighted with a red rectangular box and has a small red circle with the number '1' next to it. To the right of the navigation bar, there is a 'Create Proposal' button with a document icon. Below the navigation bar, there is a 'Courses' section with a 'My Proposals' checkbox and several filters: 'Subject', 'Proposal Type', 'Status', 'Sort Options', and 'Export'. A search bar is also present with the text 'Keyword Search:' and a search icon. Below the search bar, there is a table with columns: 'Subject', 'Course #', 'Title', 'Type', 'Status', and 'Reports'. The table contains three rows of data:

Subject	Course #	Title	Type	Status	Reports
APAU	9719	APAU 9719 - Beg ARC/Flux-Core Weld Skills	New Credit Course Proposal	Historical	
CSCI	6	CSCI 6 - Computer Programming for Visual Thinkers	Modify Credit Course	In Review	
CSCI	18A	CSCI 18A - The C Programming Language	New Credit Course Proposal	Historical	

Find the proposal that was returned to you (highlighted in red)

The screenshot shows the 'Approvals' page. At the top, there are several filters: 'Proposal Type: All', 'Position: All', 'Subject: All', and 'Organizations: All'. Below the filters, there is a search bar with the text 'Title' and a 'Search' button. Below the search bar, there is a table with columns: 'Proposal Type', 'Organization', 'Subject', 'Title', 'Position', 'Pending Changes', and 'Reports'. The table contains one row of data, which is highlighted in red:

Proposal Type	Organization	Subject	Title	Position	Pending Changes	Reports
Modify Credit Course		CSCI	CSCI 6 - Computer Programming for Visual Thinkers	Originator	Yes	

Click on the proposal, scroll to the bottom of the history, and read the comment(s).

The screenshot shows a table with columns: 'Date/Time', 'Organization', 'Subject', 'Title', 'Position', and 'Comments'. The table contains several rows of data, with the last two rows highlighted in red:

	Curricular Area Faculty	Optional	Ruth Kearns	Waiting On Changes	
	Curricular Area Faculty	Optional	Scott Hildreth	Waiting On Changes	
	Curricular Area Faculty	Optional	Theresa Cable	Waiting On Changes	
	Curricular Area Faculty	Optional	Tri Dam	Waiting On Changes	
	Curricular Area Faculty	Optional	Vu Nguyen	Waiting On Changes	
	OAC Division Rep	Optional	Vu Nguyen	Waiting On Changes	
	Curricular Area Faculty	Optional	Wayne Pitcher	Waiting On Changes	
10/16/2023 11:19 PM	Technical Chair	Required	Lannibeth Calvillo	Request Changes	Please update the lecture topics and measurable objectives.
10/16/2023 11:16 PM	Originator	Required	chabot chabot	Launch	Launch

Click on 'view course proposal' to make appropriate edits.

Approval Update for Originator
Modify Credit Course: CSCI 6 - Computer Programming for Visual Thinkers

[View Course Proposal](#) ←

Reports ▾

Action

Comments

Commit

Once you have made your edits, you will relaunch your proposal from this page. Select 'changes made' from the action dropdown menu. Adding a comment is optional; you can use this space to respond to the technical review team's feedback.

Approval Update for Originator
Modify Credit Course: CSCI 6 - Computer Programming for Visual Thinkers

[View Course Proposal](#)

Reports ▾

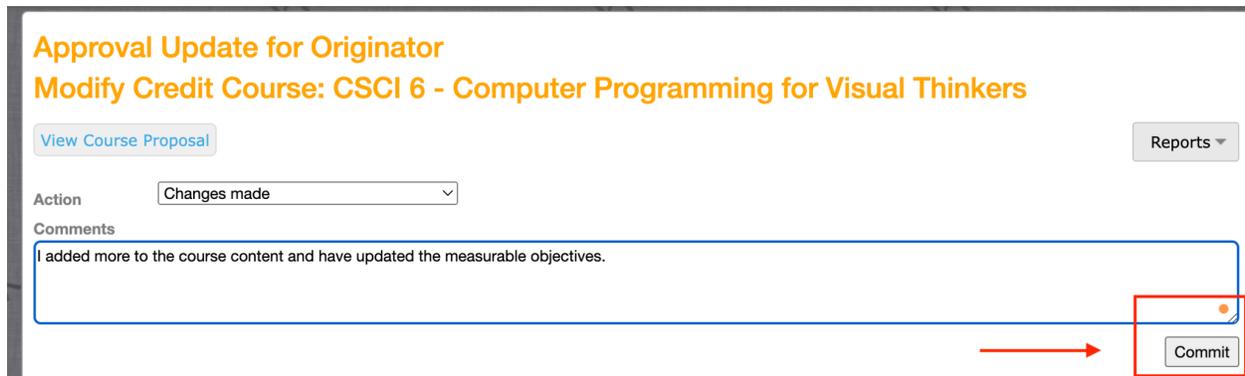
Action

Comments

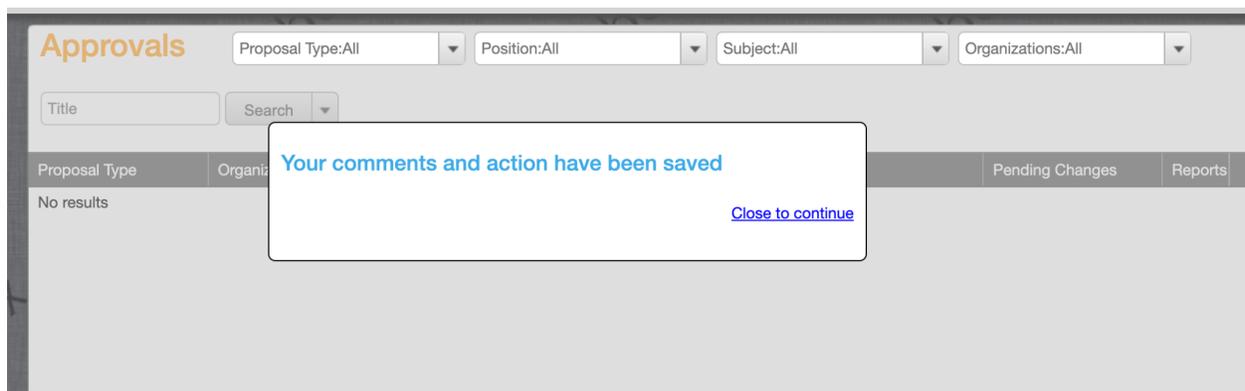
I added more to the course content and have updated the measurable objectives.

Commit

When you are ready, click on the commit button at the bottom right corner of the comments box.



The following confirmation message will appear once your proposal has been relaunched.



Continue this process until your queue is cleared.



