Glossary of Terms

Hierarchy - Academic organizational structure, comparable to the Acalog Hierarchy.

Role Types - Non-specific units associated with approval steps (Example: Dean, Department Chairs)

Role - Specific designations of role types within a hierarchy entity. (Example: Dean of the College of Arts and Sciences, Chemistry Department Chair).

Users-Individuals granted access to the system for directly participating in the curriculum process.

Approval Process - A template of fields used to collect information from the end user, and a set of steps to drive a workflow

- **Form** - A collection of fields used to gather proposal data from the end user.
- **Steps** - Configurable points of approval within a proposal's lifecycle. May involve committees, commenting voting signatures, specific deadlines and custom routing.

Proposal - Proposals are the forms that travel up the approval chain. Each proposal form has a specific approval process tied to them in a 1:1 relationship.

Agendas - Functionality to create a meeting agenda for discussing proposals that require an agenda as part of the approval process.

- **Agenda Administrator** - User responsible for creating agendas and making decisions on proposals on behalf of a committee.
- **Non-Voting Members** - All committee members other than the Agenda Administrator.

Decision Flags - Options other than approve/reject that may be allowed on steps; these decisions flags are all sent as requests to the System Administrators for approval.

- **Hold** -Users in the step will be able to continue work on the proposal, however, it will not advance in the workflow until the hold is removed by an Administrator.
- **Suspend** - No work may be done on the proposal and it will not advance in the workflow until the suspension is removed by an Administrator.
- **Cancel** - The proposal will be sent back to the Originator in an unlaunched state; the Originator may then cancel and delete the proposal.
- **Custom Route** - Creates an ad-hoc step in the process to include additional participants

Signature PIN - An electronic PIN that can be entered in place of a paper-based signature on steps that require a User's signature.

Urgency Threshold – Configurable option to set a threshold, and once this threshold is reached, the proposal will display in the "My Tasks" tab with an orange exclamation point to mark the item as "Urgent." The system will send the User a notification to alert them to the new status of the item but will not take any automatic action on their behalf.

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Stuck Threshold - Configurable option to set a threshold, and once a proposal has passed this threshold, it will display as "stuck" on the Administrator Dashboard as a proposal requiring attention. The system will send the administrator a notification to alert them to the new status of the item but will not take any automatic action on their behalf.

Assessments - An optional module whose functionality is to add and manage learning objectives and expected outcomes that may be attached to course and program proposals.

Transparency - Allows Administrators to determine the tabs Guests (individuals who do not log in) may view, as well as the proposals and agendas that Users can view.

Assessments - an optional module whose functionality is to add and manage learning objectives and expected outcomes that may be attached to course and program proposals.

Crosslistings - functionality to allow users to establish course proposal relationships.

- **Primary** - the main proposal in a set of crosslistings, that data will be imported into, and that will determine the data in any fields that are set to be the same across all crosslistings.
- **Independent** - primary and crosslisted proposals exist on their own timelines and any decisions made to one will have NO impact on any others.
- **Dependent** - primary and crosslisted proposals wait for each other on each step until every user decides; any decision other than approve affects ALL proposals (reject, hold, cancel, etc.).
- **Parent** - primary and crosslisted proposals are independent EXCEPT if a decision other than approve is made on the primary proposal. Decisions other than approve made on the primary will affect all crosslisted proposals, however, decisions other than approve made on the crosslisted proposals do not impact any of the other proposals. If a crosslisting is further along in the workflow than the primary, it will return to the same step as the primary and its rejection will be recorded in its status.

Assessments - Optional Module whose functionality is to add and manage learning objectives and expected outcomes that may be attached to course and program proposals.

Reports - Functionality for gathering, analyzing and compiling a variety of data related to proposal activity. The reports available to users are determined by System Administrators.

- **Global** - These reports contain high level information over a large range of items and are exported as .csv or .html files.
- **Detail** - These reports contain comprehensive information regarding individual items or processes and are exported on as .html files.