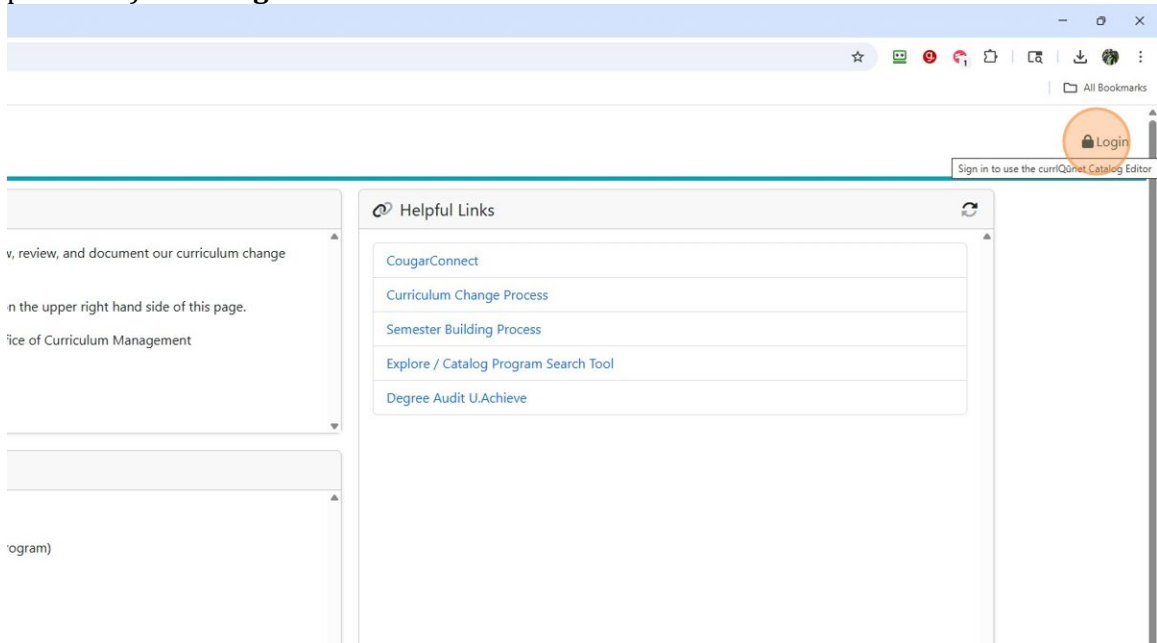


Curriculum Review and Approval in CurriQunet

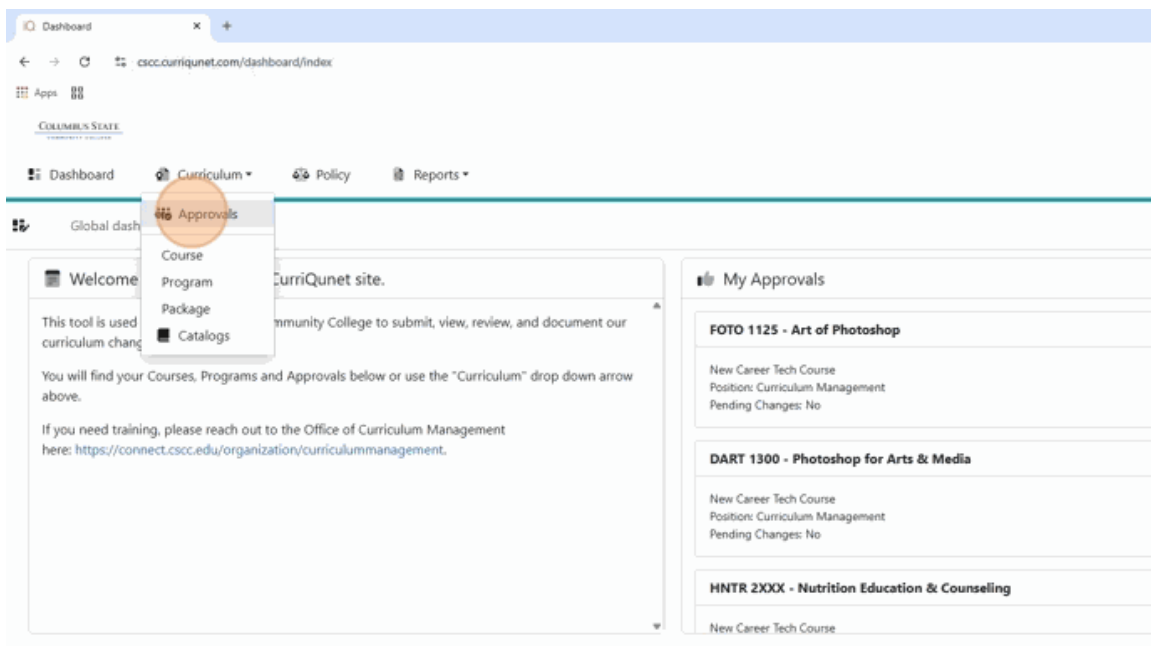
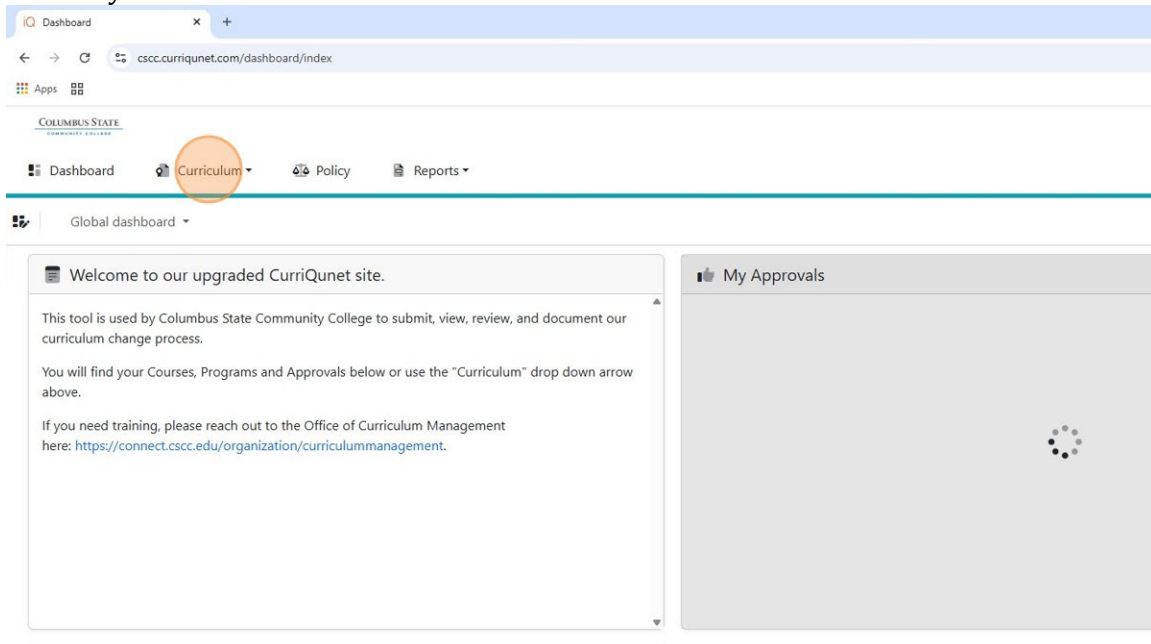
This guide provides a step-by-step walkthrough for reviewing curriculum proposals in **CurriQunet**. It is designed for faculty, chairs, deans, and committee members who participate in the curriculum approval process. Following these steps will help you efficiently locate proposals, review details, and provide feedback — ensuring a streamlined and transparent review process.

1. Navigate to cscs.curriculum.com. Click **Login**. Enter your **Columbus State email address** and your **CurriQunet password** (note: this password is self-created and is *not* your CSCC email password). Click **Login** to continue.



Curriculum Review and Approval in CurriQunet

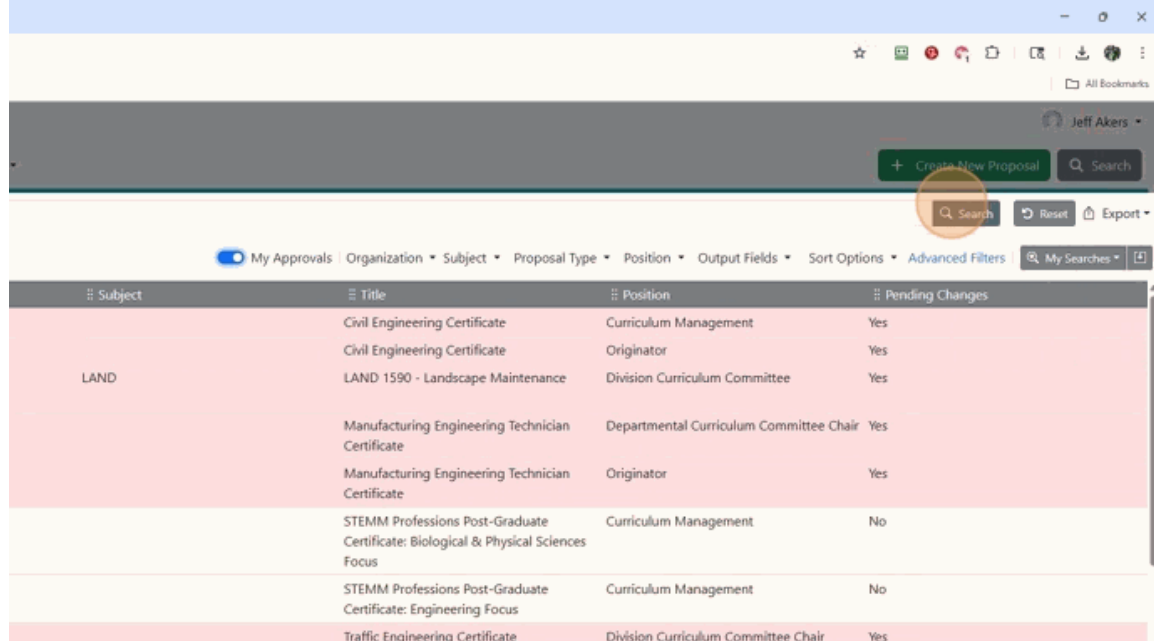
- From the top navigation bar, click **Curriculum** → **Approvals**. This section displays all proposals currently in workflow review.



Curriculum Review and Approval in CurriQunet

- Use the **Search bar** to find specific proposals by name, code, or keyword. To view only those assigned to you, click **My Approvals**. You can further filter results using the tabs for: **Organization, Subject, Proposal Type, etc.**

Tip: Filtering by “My Approvals” ensures you only see items awaiting your review or decision.



The screenshot shows the CurriQunet web application interface. At the top, there is a navigation bar with a user profile for Jeff Akers and buttons for 'Create New Proposal' and 'Search'. Below the navigation bar, there is a search bar with a magnifying glass icon and a 'Search' button. To the right of the search bar are buttons for 'Reset' and 'Export'. Below the search bar, there is a filter bar with a 'My Approvals' toggle switch and several dropdown menus for filtering by Organization, Subject, Proposal Type, Position, Output Fields, Sort Options, and Advanced Filters. Below the filter bar, there is a table with four columns: Subject, Title, Position, and Pending Changes. The table contains several rows of curriculum proposals, with some rows highlighted in pink and others in yellow.

Subject	Title	Position	Pending Changes
LAND	Civil Engineering Certificate	Curriculum Management	Yes
	Civil Engineering Certificate	Originator	Yes
	LAND 1590 - Landscape Maintenance	Division Curriculum Committee	Yes
	Manufacturing Engineering Technician Certificate	Departmental Curriculum Committee Chair	Yes
	Manufacturing Engineering Technician Certificate	Originator	Yes
	STEMM Professions Post-Graduate Certificate: Biological & Physical Sciences Focus	Curriculum Management	No
	STEMM Professions Post-Graduate Certificate: Engineering Focus	Curriculum Management	No
	Traffic Engineering Certificate	Division Curriculum Committee Chair	Yes

Curriculum Review and Approval in CurriQunet

- Click on a proposal from the results list. The proposal overview shows: its current status in the approval workflow, the list of reviewers or approvers, and the action history and progress log.
Example: You might see statuses such as “Chair Review,” “Dean Review,” or “Curriculum Committee Review.”

Dashboard

Curriculum

Policy

Reports

Search

Approvals

Keyword Search

My Approvals

Organization

Subject

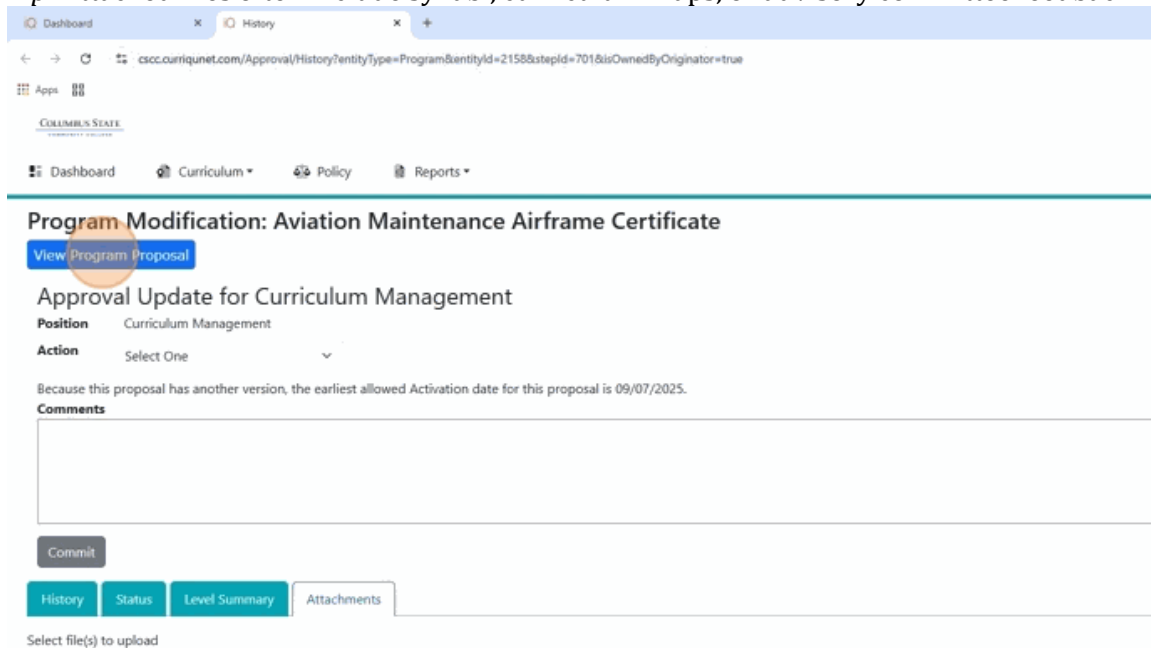
Proposal Type

Position

C

Proposal Type	Organization	Subject	Title	Position
New Program	Business and Paralegal Programs		Entrepreneurship Certificate Bookkeeping Specialist	Curriculum Mar
New Program	Design, Construction & Trades		Material Testing Certificate	Curriculum Mar
New Program	Design, Construction & Trades		Construction Engineering Certificate	Curriculum Mar
New Program	Engineering & Transportation		Electro-Mechanical - Advanced Manufacturing Semiconductor major	Curriculum Mar
Program Modification	Transportation Maintenance Technology		Aviation Maintenance Airframe Certificate	Curriculum Mar
Program Modification	Transportation Maintenance Technology		Aviation Maintenance Powerplant Certificate	Curriculum Mar
Program Modification	Transportation Maintenance Technology		Aviation Maintenance Technology	Curriculum Mar
New Program	Transportation Maintenance Technology		Automotive Technology - Honda PACT A.A.S.	Curriculum Mar
New Program	Transportation Maintenance Technology		Honda Automotive Service Technician (HONDA-AST) Certificate	Curriculum Mar
New Program	Transportation Maintenance Technology		Honda Maintenance and Light Repair (HONDA-MLR) Certificate	Curriculum Mar

- Click **View Program Proposal** (or **View Course Proposal**, depending on the item). Review the available sections, which may include: **Program Outcomes, Codes/Dates, Attached Files, Rationale** or **Supporting Documents**.
Tip: Attached files often include syllabi, curriculum maps, or advisory committee feedback.



Dashboard x History x +

cscc.curriqunet.com/Approval/History?entityType=Program&entityId=2158&stepId=701&isOwnedByOriginator=true

Apps

COLUMBUS STATE UNIVERSITY

Dashboard Curriculum Policy Reports

Program Modification: Aviation Maintenance Airframe Certificate

[View Program Proposal](#)

Approval Update for Curriculum Management

Position Curriculum Management

Action Select One

Because this proposal has another version, the earliest allowed Activation date for this proposal is 09/07/2025.

Comments

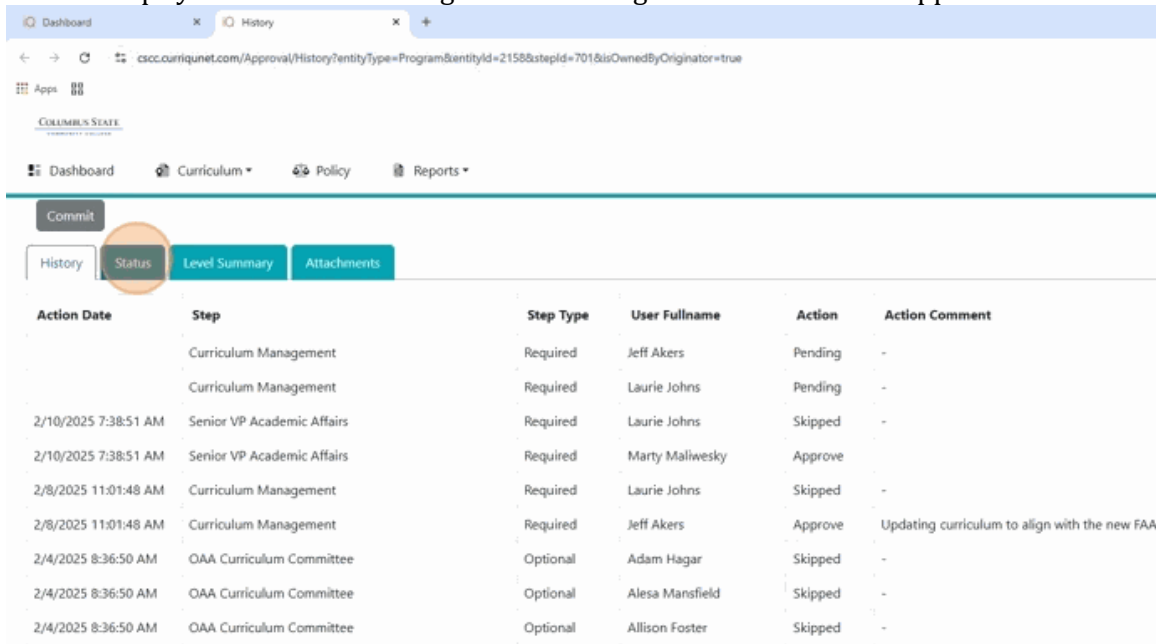
Commit

History Status Level Summary Attachments

Select file(s) to upload

Curriculum Review and Approval in CurriQunet

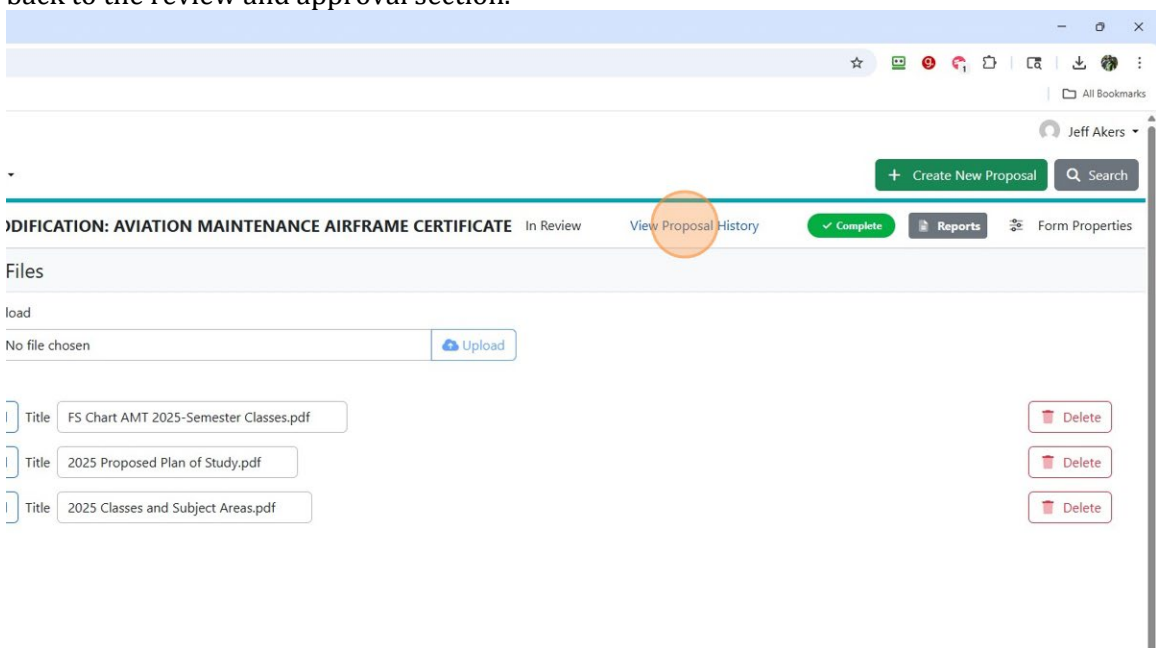
6. Click **View Proposal History** to see prior edits, comments, and workflow movement. This section helps you understand changes made during earlier reviews and approvals.



The screenshot shows the 'History' tab in the CurriQunet application. The 'Status' tab is highlighted with an orange circle. Below the tabs is a table with the following columns: Action Date, Step, Step Type, User Fullname, Action, and Action Comment. The table contains 10 rows of data, including actions by Jeff Akers, Laurie Johns, Marty Maliwesky, Adam Hagar, Alesa Mansfield, and Allison Foster.

Action Date	Step	Step Type	User Fullname	Action	Action Comment
	Curriculum Management	Required	Jeff Akers	Pending	-
	Curriculum Management	Required	Laurie Johns	Pending	-
2/10/2025 7:38:51 AM	Senior VP Academic Affairs	Required	Laurie Johns	Skipped	-
2/10/2025 7:38:51 AM	Senior VP Academic Affairs	Required	Marty Maliwesky	Approve	-
2/8/2025 11:01:48 AM	Curriculum Management	Required	Laurie Johns	Skipped	-
2/8/2025 11:01:48 AM	Curriculum Management	Required	Jeff Akers	Approve	Updating curriculum to align with the new FAA
2/4/2025 8:36:50 AM	OAA Curriculum Committee	Optional	Adam Hagar	Skipped	-
2/4/2025 8:36:50 AM	OAA Curriculum Committee	Optional	Alesa Mansfield	Skipped	-
2/4/2025 8:36:50 AM	OAA Curriculum Committee	Optional	Allison Foster	Skipped	-

7. To provide input on the proposal. Click the **view proposal history** button and it will take you back to the review and approval section.



The screenshot shows the 'MODIFICATION: AVIATION MAINTENANCE AIRFRAME CERTIFICATE' page in the 'In Review' state. The 'View Proposal History' button is highlighted with an orange circle. Below the header, there is a 'Files' section with a file upload area and a list of three files: 'FS Chart AMT 2025-Semester Classes.pdf', '2025 Proposed Plan of Study.pdf', and '2025 Classes and Subject Areas.pdf'. Each file has a 'Delete' button next to it.

MODIFICATION: AVIATION MAINTENANCE AIRFRAME CERTIFICATE In Review View Proposal History Complete Reports Form Properties

Files

load

No file chosen Upload

Title FS Chart AMT 2025-Semester Classes.pdf Delete

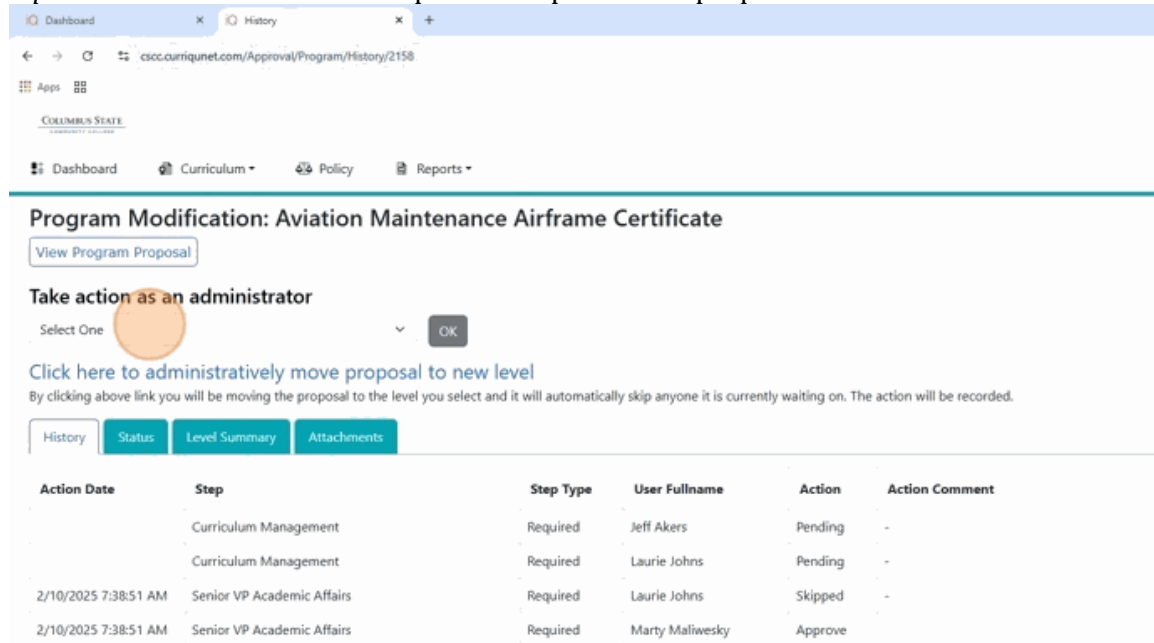
Title 2025 Proposed Plan of Study.pdf Delete

Title 2025 Classes and Subject Areas.pdf Delete

Curriculum Review and Approval in CurriQunet

8. In the **Review and Approval** section, you can add notes. Enter your comments or feedback clearly and concisely. Use professional, actionable language that supports the proposer (e.g., “Consider aligning learning outcomes with OT36 outcomes for SOC-1101”).

Tip: Notes entered here become part of the permanent proposal record.



Dashboard x History x +

cscc.curriqunet.com/Approval/Program/History/2158

Apps

COLUMBUS STATE

Dashboard Curriculum Policy Reports

Program Modification: Aviation Maintenance Airframe Certificate

[View Program Proposal](#)

Take action as an administrator

Select One

[Click here to administratively move proposal to new level](#)

By clicking above link you will be moving the proposal to the level you select and it will automatically skip anyone it is currently waiting on. The action will be recorded.

History Status Level Summary Attachments

Action Date	Step	Step Type	User Fullname	Action	Action Comment
	Curriculum Management	Required	Jeff Akers	Pending	-
	Curriculum Management	Required	Laurie Johns	Pending	-
2/10/2025 7:38:51 AM	Senior VP Academic Affairs	Required	Laurie Johns	Skipped	-
2/10/2025 7:38:51 AM	Senior VP Academic Affairs	Required	Marty Maliwesky	Approve	-