HOW A PROPOSAL IS REVIEWED

Author(s) sends Proposal to CCC Archivist

Archivist checks Proposal for completeness

Proposal incomplete; Archivist returns to Author(s)

Proposal complete; Archivist sends to Evaluation Committee

Evaluation Committee notifies Archivist of decision

If Evaluation Committee* is a College or School Curriculum Committee, the Proposal is forwarded to the appropriate subject matter experts (SMEs) for their judgment and the SMEs then convey their decision to the Evaluation committee.

Archivist sends decision to CCC

If Proposal is rejected, Archivist notifies author(s) and encourages author(s) to meet with IT Committee or SMEs.

If Proposal is approved, Archivist notifies author(s) and Registrar’s Office.

*An Evaluation Committee is either a College/School Curriculum Committee or an IT Committee.