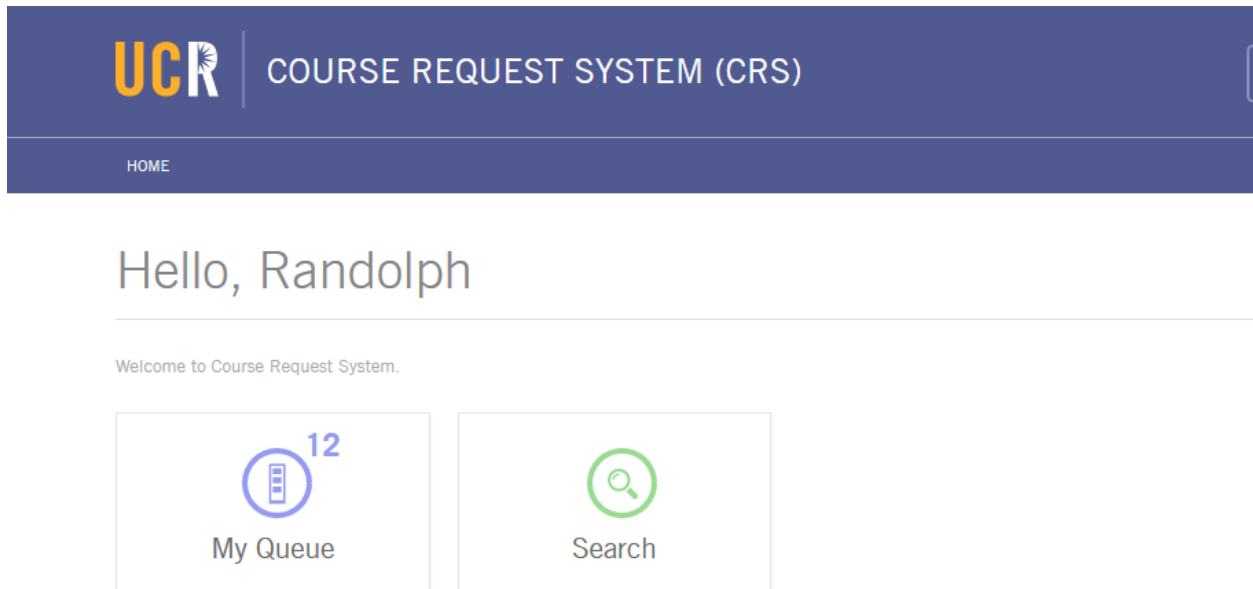


For Faculty Committee Members (CRS)

The approver queue has two queues:

1. My Queue
2. Search Queue



Per policy, faculty queues receive course proposals after they are assigned by the College, Graduate or Committee on Courses approver.

Courses will be in the My Queue.

1. My Queue
 - i. This queue is where the faculty committee member selects courses to review that were assigned to them or to view other courses that may not have been assigned to their queue.
 - ii. Select a course by selecting the subject and course number of the course to review.

MY QUEUE

Search Table

Start Term	College	Course	Cross List	Course Title	Action	Submitted By	Create Date	My Last Action
Winter 2018	HS	HISA 150		UNITED STATES URBAN HISTORY	New	Melinda Miller	06/13/2017 08:16:02AM	
Winter 2018	HS	HIST 122		MDRN MDLE EAST HIST-1800-1935	New	Melinda Miller	06/13/2017 08:25:11AM	
Winter 2020	HS	DNCE 100		UPPER DIVISION DANCE	New	Katelyn Robinson Leviton	07/13/2017 01:54:12PM	
Winter 2022	HS	MUS 100E		TOPICS IN MUSIC - SEGMENT E	New	Katelyn Robinson Leviton	07/13/2017 02:07:18PM	
Fall 2020	HS	AHS 100	MCS 100	CROSS LISTED COURSE	New	Katelyn Robinson Leviton	07/13/2017 02:10:18PM	Ok - 01/05/2018 09:50:37AM
Winter 2019	HS	PHIL 154		PHENOMENOLOGY	New	Liz Beth Sanchez	08/21/2017 03:33:31PM	
Winter 2018	HS	ANTH 176	DNCE 127AST 127ETST 172MUS 127	MUSIC CULTURES OF SE ASIA	Priority Enrollment	Janice Henry	08/25/2017 03:45:58PM	
Winter 2019	HS	AST 123	ANTH 126MUS 123DNCE 123SEAS 123	SOUTHEAST ASIAN PERFORMANCE	Change	Melinda Miller	08/30/2017 11:32:43AM	

NOT ASSIGNED FOR REVIEW

Search Table

Start Term	College	Course	Cross List	Course Title	Action	Submitted By	Create Date
Spring 2018	EN	BIEN 111		CREATING COURSE 100-199	New	Melinda Miller	06/05/2017 09:37:25AM
Summer 2018	EN	CS 134		VIDEO GAME CREATION AND DESIGN	Change	Melinda Miller	08/14/2017 10:47:19AM
Winter 2019	EN	ME 001A		INTRO MECHANICAL ENGINEERING	Discontinue	Paul Talavera	08/21/2017 03:31:31PM
Winter 2018	EN	CS 009M		INTRO TO COMPUTATNL SCI&ENGRNG	Change	Brenda Cuevas	08/23/2017 03:34:33PM
Fall 2018	EN	CS 033		TEST	New	Brenda Cuevas	08/28/2017 03:23:55PM
Spring 2018	EN	CS 006		EFFECTIVE USE OF WRLD WIDE WEB	Change	Brenda Cuevas	08/28/2017 03:30:32PM
Winter 2019	EN	ENGR 010		INTRODUCTION TO ENGINEERING	Change	Melinda Miller	09/06/2017 12:28:56PM
Winter 2019	EN	ME 001B		INTRO MECHANICAL ENGINEERING	Discontinue	Paul Talavera	09/06/2017 12:30:46PM
Winter 2019	EN	ME 001C		INTRO MECHANICAL ENGINEERING	Discontinue	Paul Talavera	09/06/2017 12:31:11PM

2. Click on HISA 150

A. This opens HISA 150 for review by the committee member. The committee member will see the three basic tabs on the right and one action tab on the left.

B. Courses may have other tabs listed on the left. Some may include:

- i. Summary Tab
- ii. Course Review & Comments (left tab)
- iii. Committee Members Comments
- iv. Routing Comments
- v. Affected Courses (if applicable)
- vi. Attachments (if applicable)

2b. Summary Tab & Course Review & Comments

- i. Review the course information by scrolling down.
- ii. Select Course Review & Comments.
 - a. Select OK if the course if the course meets policies listed the “General Rules and Policies Governing courses of Instruction”.
 - b. Select Concerns if the course does not meet the policies listed in the “General Rules and Policies Governing Courses of Instruction”. When selecting Concerns, you must enter in a comment.
 - c. After selecting OK or Concerns, select OK at the bottom.
 - d. Your review information will show up in My Queue in the My Last Action column.
 - e. The committee analyst will see the last comment by each member made here.
 - f. These comments will show in the Committee Member Comments tab or the Routing Comments tab.

Course Review & Comments ✕

Proposal for ENGL 01PA

Choose “OK” to indicate the course proposal requires no further review. Choose “Concerns” to indicate that the course does require further review (the course should be reviewed at the next committee meeting).

OK CONCERNS

Please add your comment, if any:

Selected:

OK

Start Term	College	Course	Cross List	Course Title	Action	Submitted By	Create Date	My Last Action
Winter 2018	HS	HISA 150		UNITED STATES URBAN HISTORY	New	Melinda Miller	06/13/2017 08:16:02AM	
Winter 2018	HS	HIST 122		MDRN MDLE EAST HIST-1800-1935	New	Melinda Miller	06/13/2017 08:25:11AM	
Winter 2020	HS	DNCE 100		UPPER DIVISION DANCE	New	Katelyn Robinson Leviton	07/13/2017 01:54:12PM	
Winter 2022	HS	MUS 100E		TOPICS IN MUSIC - SEGMENT E	New	Katelyn Robinson Leviton	07/13/2017 02:07:18PM	
Fall 2020	HS	AHS 100	MCS 100	CROSS LISTED COURSE	New	Katelyn Robinson Leviton	07/13/2017 02:10:18PM	Ok - 01/05/2018 09:50:37AM
Winter 2019	HS	PHIL 154		PHENOMENOLOGY	New	Liz Beth Sanchez	08/21/2017 03:33:31PM	
Winter 2018	HS	ANTH 176	ETST 172MUS 127DNCE 127AST 127	MUSIC CULTURES OF SE ASIA	Priority Enrollment	Janice Henry	08/25/2017 03:45:58PM	
Winter 2019	HS	AST 123	DNCE 123SEAS 123ANTH 126MUS 123	SOUTHEAST ASIAN PERFORMANCE	Change	Melinda Miller	08/30/2017 11:32:43AM	
Fall 2018	HS	ENGL 01PA		BEGINNING COMPOSITN: INTENSIVE	Change	Melinda Miller	09/07/2017 02:18:53PM	Concern - 01/17/2018 11:31:59AM

2c. COMMITTEE MEMBER COMMENTS

- i. This tab is to review or chat with your other committee members before making a Course Review & Comments decision. Comments from other faculty members will appear here.

2d. ROUTING COMMENTS

- i. This tab is to review the routing comments from preparers, reviewers, college approvers, graduate approvers and committee approvers.

3. Search Queue

- a. Select Search.
- b. Enter in the course subject and course number with a space in between (ETST 001).
- c. Select Active in the Course Status to see courses that are currently active in Banner Test. (Banner Production and Banner Test are not the same.)

The screenshot shows the Banner Search interface. At the top, there is a navigation bar with 'HOME' and 'SEARCH' links. Below this, the search results are displayed in a table format. The search criteria are 'ETST 001' for the Course Number/Title and 'Active' for the Course Status. The results table has four columns: Course, Cross Lists, Course Titles, and Courses Related. Two results are shown: ETST 001 with the title 'RACE & ETHNICITY:INTRO' and ETST 001H with the title 'HON INTRO TO RACE & ETHNICITY'. Both results have a link to 'Click for Courses related'. A pagination control at the bottom shows the current page is 1 of 1.

Course	Cross Lists	Course Titles	Courses Related
ETST 001		RACE & ETHNICITY:INTRO	Click for Courses related
ETST 001H		HON INTRO TO RACE & ETHNICITY	Click for Courses related

- d. Select Discontinued/Inactive for courses that are discontinued or inactive in Banner Test.

The screenshot shows the Banner Search interface. At the top, there is a navigation bar with 'HOME' and 'SEARCH' links. Below this, the search results are displayed in a table format. The search criteria are 'CHEM 112A' for the Course Number/Title and 'Discontinued/Inactive' for the Course Status. The results table has four columns: Course, Cross Lists, Course Titles, and Courses Related. One result is shown: CHEM 112A with the title 'ORGANIC CHEMISTRY'. This result has a link to 'Click for Courses related'. A pagination control at the bottom shows the current page is 1 of 1.

Course	Cross Lists	Course Titles	Courses Related
CHEM 112A		ORGANIC CHEMISTRY	Click for Courses related

e. Select courses that are pending either in CRS or in Banner Test.

HOME SEARCH

SEARCH

Course Number/Title: Course Status:

Course	Cross Lists	Course Titles	Courses Related
AST 123	SEAS 123 ANTH 126 DNCE 123 MUS 123	SOUTHEAST ASIAN PERFORMANCE	DNCE 123;SEAS 123;ANTH 126;MUS 123;

< < 1 > >

f. Select Blank to get active or discontinued/inactive or select Pending Review to have the search come back with all courses in Banner Test.

SEARCH

Course

BCH

Course Status

SEARCH

Number/Title

Course	Cross Lists	Course Titles	Courses Related
BCH 010		INTRO TO NUTRITION	
BCH 015		INTROD BIOCHEM LAB	
BCH 021		ADVENTURES IN BIOCHEMISTRY	
BCH 095		TOPCS IN BCH FR CAREER PLANING	NASC 093;NASC 091;BCH 095;
BCH 096		INTRO-HUMANTARIAN&HLTHCARE SRV	BCH 098;
BCH 097		RESEARCH TUTORIAL	
BCH 098H		FRESHMEN SEMINAR:LIVING SYSTMS	
BCH 098I		IND INT-HUMNTARN/HLTHCAR ARENA	
BCH 100		ELEMENTARY BIOCHEMISTRY	Click for Courses related
BCH 101		INTRO BIOCHEMICAL LABORATORY	BCH 162;BCH 198;BCH 102;
BCH 102		INTRODUCTORY BIOCHEM LAB	
BCH 110A		GENERAL BIOCHEMISTRY	Click for Courses related
BCH 110B		GENERAL BIOCHEMISTRY	Click for Courses related
BCH 110C		GENERAL BIOCHEMISTRY	Click for Courses related
BCH 111	ENTM 111	GENOMCS OF HUMAN DISEASE VCTRS	
BCH 112		INTERMED BIOCHEMSTRY LAB	
BCH 120		TOPICS IN HUMAN BIOCHEMISTRY	

BCH 132		RADIOISOTOPES LAB	
BCH 153	BPSC 153 BIOL 153	PLANT GENOMICS & BIOTECHN LAB	BIOL 109;
BCH 162		ADVNCN BIOCHEMISTRY LABORATORY	BCH 189;CHEM 166;
BCH 180A		METHODS IN GENE REGULATION	
BCH 180B		METHODS IN CHROMATIN RESEARCH	
BCH 180C		METHODS IN CELL SIGNALING	
BCH 180E		ADVNCN METHODS IN BIOCHEMISTRY	
BCH 180F		ADVNCN METHODS IN BIOCHEMISTRY	
BCH 180G		ADVNCN METHODS IN BIOCHEMISTRY	
BCH 180I		ADVNCN METHODS IN BIOCHEMISTRY	
BCH 180J		ADVNCN METHODS IN BIOCHEMISTRY	
BCH 180K		ADVNCN METHODS IN BIOCHEMISTRY	
BCH 180M		ADVNCN METHODS IN BIOCHEMISTRY	
BCH 180N		ADVNCN METHODS IN BIOCHEMISTRY	
BCH 180O		ADVNCN METHODS IN BIOCHEMISTRY	
BCH 180P		ADVNCN METHODS IN BIOCHEMISTRY	
BCH 180Q		ADVNCN METHODS IN BIOCHEMISTRY	
BCH 180R		ADVNCN METHODS IN BIOCHEMISTRY	
BCH 180S		ADVNCN METHODS IN BIOCHEMISTRY	
BCH 180T		ADVNCN METHODS IN BIOCHEMISTRY	
BCH 180U		ADVNCN METHODS IN BIOCHEMISTRY	
BCH 182		BCH LAB-RECOM DNA TECHS	
BCH 183	BPSC 183	PLANT BCH&PHARM PLNT METABLTS	
BCH 184		TOPICS IN PHYSICAL BIOCHEMISTRY	CHEM 241;BCH 241;BCH 210;BCH 186;CHE 150;
BCH 185		MOLECULAR EVOLUTION	

BCH 183	BPSC 183	PLANT BCH&PHARM PLNT METABLS	
BCH 184		TOPICS IN PHYSICAL BIOCHEMISTRY	CHEM 241;BCH 241;BCH 210;BCH 186;CHE 150;
BCH 185		MOLECULAR EVOLUTION	
BCH 186		TOPICS IN MOLECULAR BIOENERGETICS	
BCH 187		FUNDAMENTALS OF ENZYMOLOGY	
BCH 188		INTRO TO ORAL PRESENTATIONS	
BCH 189		ADV ANALYSIS OF BIOCHEM METHODS	
BCH 189A		READ&ANALYZE SCIENTIFIC ARTICLES	
BCH 190		SPECIAL STUDIES	
BCH 197		UNDERGRADUATE RESEARCH	Click for Courses related
BCH 198I		INTERNSHIP IN BIOCHEMISTRY	
BCH 204	ENTX 204 CMBD 204	GENOME MAINTENANCE & STABILITY	
BCH 205	PLPA 205 BPSC 205 MCBL 205 CMBD 205 GEN 205	SIGNAL TRANSDUCTION PATHWAYS-MICROBES&PLANTS	
BCH 209	CMBD 209 GEN 209	RIBONUCLEIC ACID (RNA) BIOL	
BCH 210		BIOCHEM OF MACROMOLECULES	BCH 264;
BCH 210A		BIOCHEM OF MACROMOLECULES	
BCH 210B		BIOCHEM OF MACROMOLECULES	
BCH 211		MOLECULAR BIOLOGY	ENTM 243;
BCH 211A		MOLECULAR BIO&BIOCHEM REGULATION	
BCH 211B		MOLECULAR BIO&BIOCHEM REGULATION	
BCH 212		SIGNAL TRANSDUCTION&BIOCHEM REG	
BCH 222		ADV BIOCHEMISTRY LABORATORY	
BCH 230E		ADVANCED TOPICS IN BIOCHEMISTRY	