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| **Initialization** | | | |
| *Step Type:* | User Input | *Email:* | Assignee, Sponsor |
| *Assignee(s):* | CC Admin | *Next steps:* | Review Notification |
| *Condition:* |  | This step enables CC Admin to set Sponsor and make any necessary changes for review. | |
| *Fall thru step:* |  |

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| **Review Notification** | | | |
| *Step Type:* | Notification | *Email:* | CC Members |
| *Assignee(s):* | CC Admin | *Next steps:* | Review by Committee |
| *Condition:* | status=Active | This step notifies members that proposal is ready for review. Falls through to Pre-rejection if status is not Active. | |
| *Fall thru step:* | Pre-rejection |

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| **Pre-rejection** | | | |
| *Step Type:* | User Input | *Email:* | Assignee, Sponsor |
| *Assignee(s):* | CC Admin | *Next steps:* | Rejection |
| *Condition:* |  | This step enables CC Admin to modify proposal prior to final disposition. | |
| *Fall thru step:* |  |

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| **Review by Committee** | | | |
| *Step Type:* | Approval | *Email:* |  |
| *Assignee(s):* | Sponsor, CC Admin | *Next steps:* | * Pre-vote * Pre-rejection |
| *Condition:* |  | At this step, members can comment on the proposal (via View page). | |
| *Fall thru step:* |  |

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| **Pre-vote** | | | |
| *Step Type:* | User Input | *Email:* |  |
| *Assignee(s):* | CC Admin | *Next steps:* | Ready to Vote |
| *Condition:* |  | This step enables CC Admins to make changes to the proposal prior to voting. (Admin can set status to ‘Stalled’ to re-route to Modification by Sponsor.) | |
| *Fall thru step:* |  |

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| **Ready to Vote** | | | |
| *Step Type:* | Notification | *Email:* | CC Members |
| *Assignee(s):* |  | *Next steps:* | Voting |
| *Condition:* | status=Active | This step notifies CC Members that proposal is ready for voting. | |
| *Fall thru step:* | Modifcation by Sponsor |

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| **Modification by Sponsor** | | | |
| *Step Type:* | Notification | *Email:* | Assignee |
| *Assignee(s):* | Sponsor | *Next steps:* | Voting |
| *Condition:* |  | This step enables Sponsor to update proposal following review. Sponsor must set status to Active before submitting; otherwise workflow takes rejection routing. | |
| *Fall thru step:* |  |

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| **Voting** | | | |
| *Step Type:* | Approval | *Email:* | Assignee, Sponsor |
| *Assignee(s):* | CC Admin | *Next steps:* | * Pre-publication * Pre-rejection |
| *Condition:* |  | At this step, the CC Admins route the proposal to publication or rejection path based on decision. | |
| *Fall thru step:* |  |

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| **Pre-publication** | | | |
| *Step Type:* | User Input | *Email:* | Assignee |
| *Assignee(s):* | CC Admin | *Next steps:* | Pre-publication |
| *Condition:* |  | This step enables CC Admins to make changes to the proposal prior to sending it to Catalog Admin. | |
| *Fall thru step:* |  |

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| **Publication** | | | |
| *Step Type:* | User Input | *Email:* | Assignee |
| *Assignee(s):* | Catalog Admin | *Next steps:* | Complete |
| *Condition:* |  | This step enables Catalog Admin to prepare proposal for catalog, including setting the course number and room. | |
| *Fall thru step:* |  |