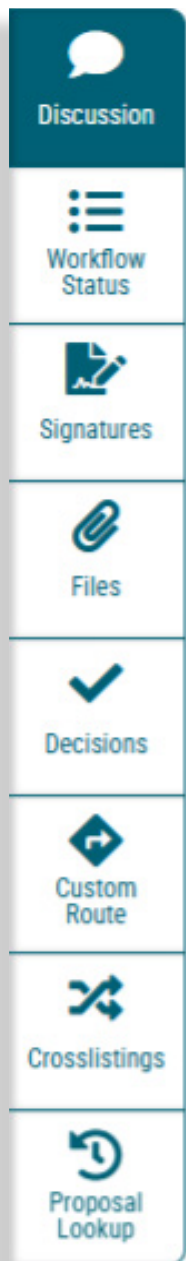


As an approver, you help keep curriculum moving—accurately, transparently, and with academic integrity. Modern Campus Curriculum (MCC) is designed to give you the tools to do that with confidence, clarity, and efficiency. Before you begin working through approvals, take a moment to get familiar with the key tabs in the MCC interface. Each tab—whether for files, feedback, workflow status, or more—holds essential information that will guide your review, help you provide meaningful comments, and ensure each proposal moves forward smoothly.

Let's Talk Tabs



Discussion is the first tab you'll see when opening a proposal. It shows user activity and captures comments from others in the workflow—making it your go-to spot for context and collaboration.

Workflow Status shows exactly where the proposal stands. This tab tracks each step in the workflow and shows who approved it—and when—so you're never left guessing.

Files is where you'll find all supporting documents—like syllabi, Board of Regents forms, and letters of support. Additional materials, such as committee approvals or board endorsements, may also be uploaded during the review process.

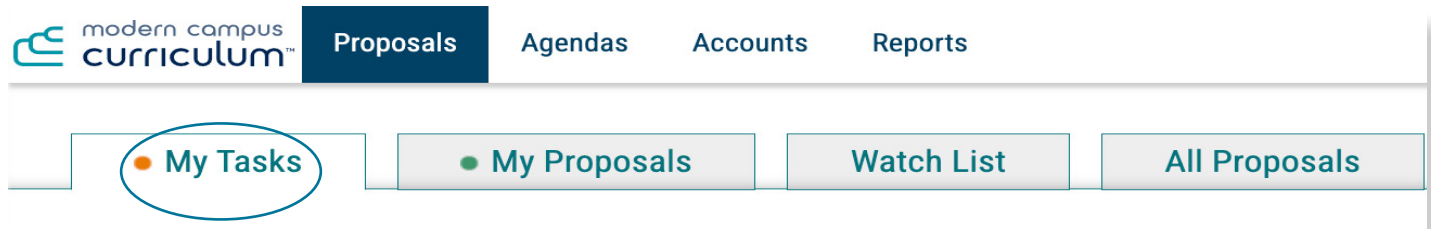
Decisions is where you take action—approve or reject a proposal and add any comments to document your review. This step moves the proposal forward in the workflow, so be sure your input is clear and complete.

Custom Route is a special option available only to **Faculty Senate Courses & Curricula Committee**. It allows proposals to be routed to additional reviewers outside the standard workflow when needed.

Crosslistings shows whether a proposal is crosslisted with another department. If it is, you'll see linked proposals and can review how the course is shared across units.

Getting Started with Approvals in MCC:

1. Log in to MCC using your **LSU Single Sign On (SSO) Credentials**
2. Select the **My Tasks** tab to view proposals available for review and approval



Icon Options on Proposals

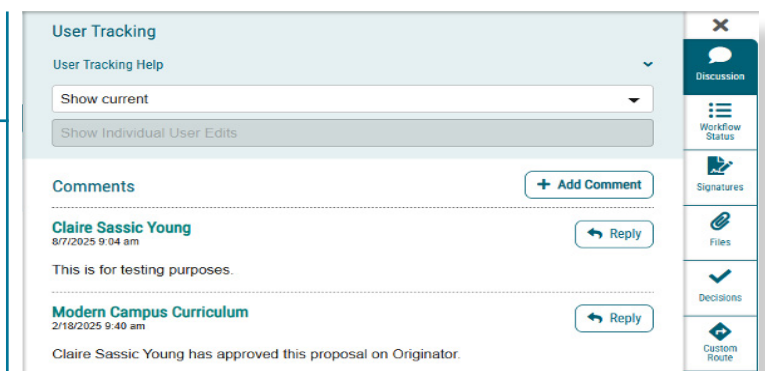
- Envelope Icon:** Send a message to selected contact via LSU email
- Ribbon Icon:** Adds proposal to your Watch List for quick access
- Window Icon:** provides proposal summary, shows comments from other approvers, and workflow status



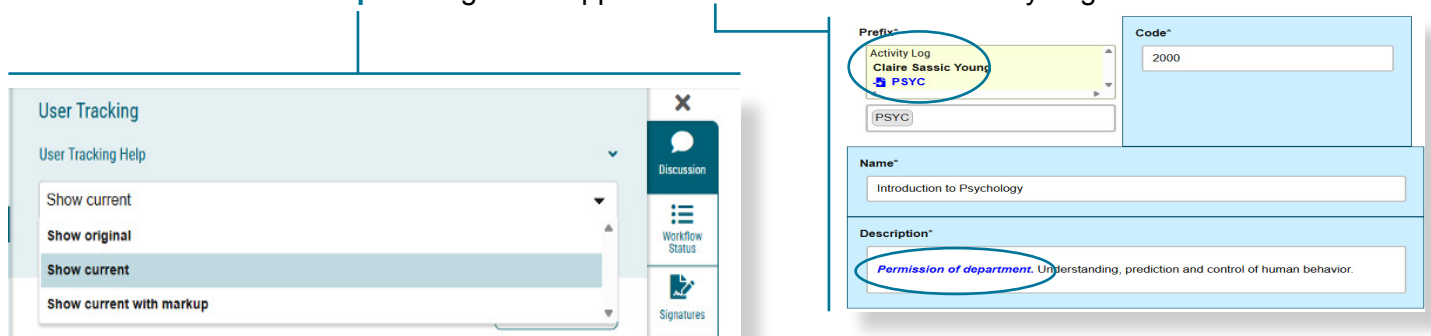
3. **Select a proposal** from the My Tasks tab to open and begin your review. Refer to the **Let's Talk Tabs** information on page 1 to begin navigating your proposal for review.

4. Once the proposal is open, you'll notice the **User Tracking** panel on the right hand side. Here, you can view and add comments.

***Note:** Use comments to explain why changes are needed or request more details. Remember, all approvers can view your comments.

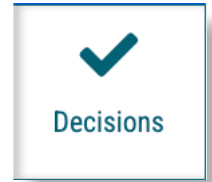


5. To view any changes made, use the drop down menu on the **User Tracking** panel and select **Show current with markup**. Changes will appear in blue and within the Activity Log.



(Ex: Permission of Department added to catalog description.)

6. Select the **Decisions** tab to approve or reject the proposal



6a. **Approve** sends the proposal to the next step in the workflow.

6b. **Reject** returns the proposal to the originator to restart the process. Please include a reason for rejection in the comments for documentation.



Committee Review Guidelines

Important information for curriculum committee members!

- 1 When reviewing proposals in Modern Campus Curriculum, committees should continue using their established review processes unless the chair provides different instructions.
- 2 To keep feedback clear and consistent, one designated committee member should enter comments and approve on behalf of the group. This ensures a single, unified message and avoids conflicting directions for the proposal originator.