



Automated Liaison Feature

- This feature has been added to **facilitate communication** across units.
- A **liaison list** is **automatically generated** by the system upon submission of a proposal and sent to the designated curriculum contact for that unit.
- Proposers have opportunity to add **contacts** to the **liaison list** to further communication or inform units of curricular additions or changes.
- The system will **automatically send** liaison request e-mail and **tracks responses** when the proposal is submitted.
- Once all responses have been received or the required **two week response period** has expired, the system will automatically forward the proposal.

Liaisons Page

Home » List Management » Proposals » My Proposals » OSU 101 EXPLORING OSU :: New Course Proposal

New Course OSU 101 EXPLORING OSU

View  Print 

General Info | Contacts | Course Info | BCC | Requisites | Documents | Justification | **Liaisons** | Submit

The following individuals associated with the College or Department of the Proposal **MUST** be contacted before moving forward with your proposal.


Once contacted about this proposal they will have a chance to review your it and offer guidance or suggestions.


If after **two weeks** the individual has not responded, the application can then be submitted without their feedback.

Required Liaisons

LIAISON	STATUS	ACTIONS
Moirra Dempsey - Director / Academic Success Center	Not Contacted	[Contact] [Remove]
Dennis Garity - Dept Chair-Mathematics / Mathematics	Not Contacted	[Contact] [Remove]
Harold Parks - Professor / Mathematics	Not Contacted	[Contact] [Remove]

Additional Liaisons

[Add Additional Liaisons](#)  Contact individuals you feel should provide feedback to your proposal.

[Contact ALL Liaisons](#) 

Save as Draft Save as Draft & Continue »

- When a proposal is ready for liaison, click the **contact** links. For convenience, the **Contact ALL Liaison** link will contact all listed liaison at the same time. An automated e-mail is generated and sent.
- Liaison contacts have a maximum two week response period before the liaison period expires and a proposer will be allowed to submit the proposal for review.

Automated Liaison Request

Contact Liaisons

To: Moira Dempsey <moira.dempsey@oregonstate.edu>

From: Gina Shellhammer <gina.shellhammer@oregonstate.edu>

Subject:

Message:

Dear Moira Dempsey,

This email is to inform you that a proposal that affects a course which you are listed as a liaison is preparing to be submitted for review. The new proposal is #78723.

Please review this proposal at the following location:
<https://secure.oregonstate.edu/webdev/cps/lr/id/7682/1133>

Please feel free to contact me if you have any questions.

Gina Shellhammer
Coord-Acad Progs & Assmnt - Academic Plan/Assessment

- A liaison request e-mail with standardized language is generated. However, proposers can edit and personalize the e-mail.

Automated Liaison Feature

Example Liaison Request E-Mail

Do not reply directly to this message, it was generated by the Curriculum Proposal System. To respond, please visit this site:

<https://secure.oregonstate.edu/ap/cps/lr/id/b111>

This message comes from the originator of the proposal:

Dear Kevin Gable,

This email is to inform you that a proposal that affects a course which you are listed as a liaison is preparing to be submitted for review. The new proposal is #78050.

Please review this proposal at the following location:

<https://secure.oregonstate.edu/ap/cps/lr/id/b111/818>

Please feel free to contact me if you have any questions.

Dodi Reesman
Advisor-Academic - Animal Sciences

=====

This message was sent as a part of the Curriculum Proposal System

<https://secure.oregonstate.edu/ap/cps>

- **Embedded Links** in the Liaison Request e-mail direct liaison contacts to the Curriculum Proposal System.

Automated Liaison Feature

[Home](#) » [Proposals](#) » Liaison Proposal Response

Kevin Gable - Liaison Proposal Response

Please review the draft proposal below and send a response. Adding a response will allow this proposal to move forward in the review process. If there are issues that need to be addressed, please contact the originators.

Your Response:

- Comments and concerns can be entered in the **Liaison Response** text box.

next

Automated Liaison Feature

Example liaison list generated from a proposal.

Liaisons

LIAISON	STATUS	REQUIRED
Wesley Adams - Emeritus Appointment / Forest Ecosyst & Society Seems like a reasonable request. (Responded on Apr 14, 2009)	Responded	Yes
Darius Adams - Interim Department Head / Forest Eng/Resources/Mgmt	Expired	Yes
Michael Borman - Department Head / Rangeland Ecology & Mgmt Agree. (Responded on Apr 13, 2009)	Responded	Yes
Katherine Kelly Donegan - Advisor-Academic / Horticulture I support this proposal. (Responded on Apr 13, 2009)	Responded	Yes
Kevin Gable - Department Chair / Chemistry Approved. (Responded on Apr 14, 2009)	Responded	Yes
S Marie Harvey - Department Chair / Health / Human Sci Admin	Expired	Yes
Russell Karow - Department Head / Crop and Soil Science	Expired	Yes
James Males - Department Head / Animal Sciences Animal Sciences supports this proposal. (Responded on Apr 14, 2009)	Responded	Yes
Thomas Mc Lain - Department Head / Wood Science / Engr	Expired	Yes
Janine Trempy - Assoc Dean- / College of Science Admin	Expired	Yes
Anthony Wilcox - Department Chair / Health / Human Sci Admin I approve (Responded on Apr 13, 2009)	Responded	Yes

- Notice that **dated comments** from the designated unit contact become noted in the proposal.
- **Expired** indicates that the liaison did not respond in the two week liaison request period.