# Committee Member Access to Edit In-Review Items

Here is my proposal. The following individuals would have the ability to edit proposals with an In Review status:

* Curriculum Committee Chair
* Curriculum Specialist
* Articulation Officer
* Librarian

Further notes:

* The Chair or Specialist would be responsible for checking the Course Block Definition tab on any Program proposal and making sure that the appropriate version of any course listed there is selected.
* If, during tech review of a proposal, a committee member notices an issue that needs to be addressed before the proposal can be approved---e.g., `ESSAY’ is not checked, but there is no explanation as to why; or the percentage of courses available as DE is not correct---then the committee member should select `Recommend Changes’ when taking action on the proposal, and leave a comment explaining what the issue is. The Chair can then use their discretion to decide if the issue is something that can be fixed without sending the proposal back to the originator. The Chair would err on the side of sending the proposal back if there were any doubts about whether the issue could be addressed without the originator.
* If, during tech review of a proposal, a committee member does not notice any issues with the proposal that need to be addressed prior to approval, but notices an issue which it would be nice to fix before approval---e.g., a word in an SLO is misspelled---then the committee member should select `Approved’ when taking action on the proposal, and leave a comment explaining what the issue is. The Chair can then use their discretion to decide if it’s worth taking the time to fix the issue before approval or not.
* If a committee member is unsure about whether an issue needs to be addressed prior to approval, the question can be brought to the whole committee.