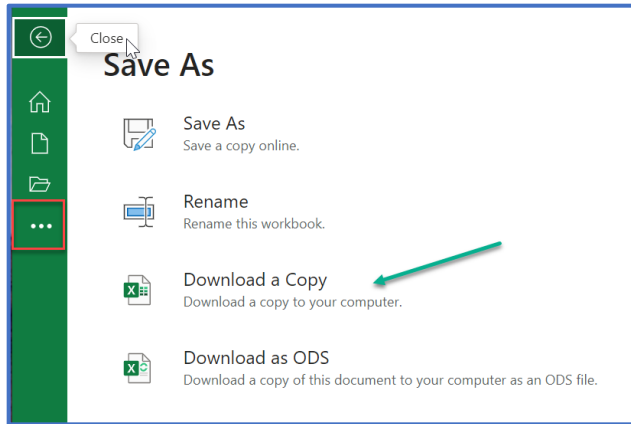


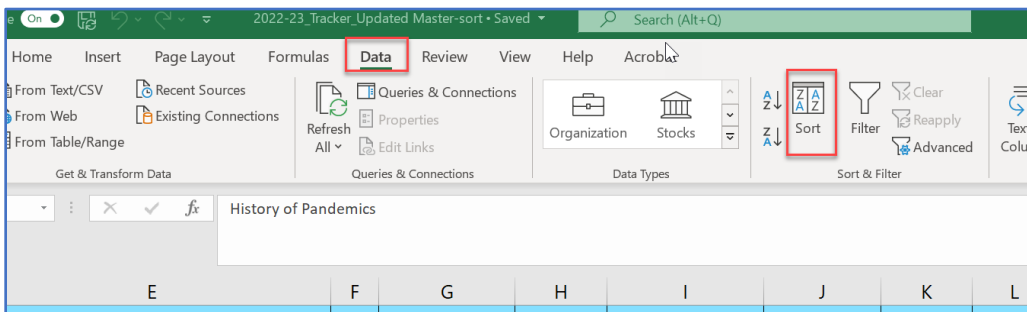
# Sorting Data in the Tracker

1. "SAVE AS" or download to your desktop. **Rename it**, eg. by adding the date or your initials:

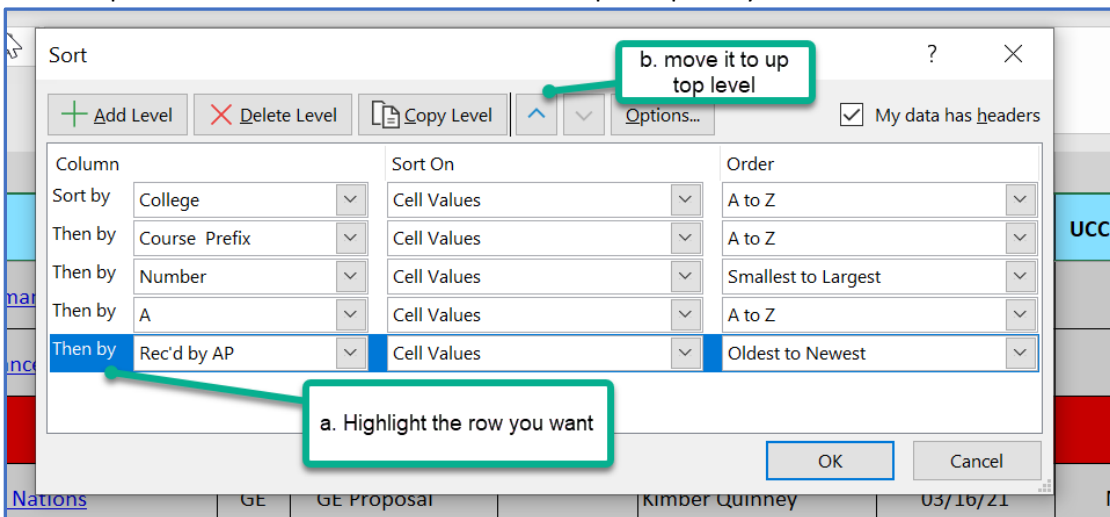


"2022-23\_Tracker\_Updated  
Master\_gf"  
or  
" 2022-23\_Tracker\_Updated  
Master\_8-29-22"

2. Click on "Data" and then "Sort"



3. Select the data row that you want (in this case, "Rec'd by AP" – Academic Programs). Then click on the 'up' arrow to move that data row to the top sort priority.



- Then choose the order you want to view the proposals, in this case the Order is “Newest to Oldest” and click OK:

The screenshot shows the 'Sort' dialog box with the following settings:

- Sort by: Rec'd by AP
- Order: Newest to Oldest
- Then by: College
- Then by: Course Prefix
- Then by: Number
- Then by: A

The 'OK' button is highlighted with a green arrow.

- You'll see in the “Rec'd by AP” row (J) that the newest proposals are at the top:

	E	F	G	H	I	J	K	L	M	N	O
	A	Form	Curriculum Comments	State or Self Support	Originator	Rec'd by AP	UCC Action	GE Area	GEC Action	BLP Action	Senate Appr
1	<a href="#">The Internet and Digital Media</a>	C-2	Course change		Brian Dolber	04/18/22		N/A	N/A		
2	<a href="#">Political Theory and the Environment</a>	GE	GE Proposal		Steven Cauchon	04/18/22	N/A	DEg			
3	<a href="#">Gender, Culture and Representation in Film Original Versions and US Remakes</a>	GE	GE Proposal		Veronica Anover	04/12/22	N/A	CC			
4	<a href="#">Gender, Culture and Representation in Film Original Versions and US Remakes</a>	GE	GE Proposal		Veronica Anover	04/12/22	N/A	DEg			
5	<a href="#">Cultures in Motion</a>	GE	GE Proposal		Dava Hernandez	03/16/22	N/A	DEg			
6	<a href="#">Certificate in Spanish Translation</a>	P	New Program		María Gómez-Martín	02/23/22		N/A	N/A		
7	<a href="#">Environmental Problems and Solutions</a>	C	New Course		Gabriel Valle	02/07/22		N/A	N/A		
8	<a href="#">Asian Americans and the Media</a>	C-2	Course change		Brian Dolber	01/14/22		N/A	N/A		
9	<a href="#">Media and Politics</a>	C-2	Course change		Brian Dolber	01/14/22		N/A	N/A		
10	<a href="#">Communication Minor</a>	P-2	Program Change		Elvis Nshom	01/14/22		N/A	N/A		

**OR, you can sort by “Oldest to Newest”:**

The screenshot shows the 'Sort' dialog box with the following settings:

- Sort by: Rec'd by AP
- Order: Oldest to Newest
- Then by: College
- Then by: Course Prefix
- Then by: Number
- Then by: A

6. **UCC v. GEC:** The tricky bit with this tracker is that it tracks both course/program proposals as well as GE proposals. You'll have to refer to "GE Area" (column "L") to see whether it's a proposal for GE or it's for UCC (indicated by N/A):

	E	F	G	H	I	J	K	L	M	N	O
	A	Form	Curriculum Comments	State or Self Support	Originator	Rec'd by AP	UCC Action	GE Area	GEC Action	BLP Action	Senate Appr
	<a href="#">The Internet and Digital Media</a>	C-2	Course change		Brian Dolber	04/18/22		N/A	N/A		
	<a href="#">Political Theory and the Environment</a>	GE	GE Proposal		Steven Cauchon	04/18/22	N/A	DEg			
	<a href="#">Gender, Culture and Representation in Film Original Versions and US Remakes</a>	GE	GE Proposal		Veronica Anover	04/12/22	N/A	CC			
	<a href="#">Gender, Culture and Representation in Film Original Versions and US Remakes</a>	GE	GE Proposal		Veronica Anover	04/12/22	N/A	DEg			
	<a href="#">Cultures in Motion</a>	GE	GE Proposal		Dava Hernandez	03/16/22	N/A	DEg			
	<a href="#">Certificate in Spanish Translation</a>	P	New Program		María Gómez-Martín	02/23/22		N/A	N/A		
	<a href="#">Environmental Problems and Solutions</a>	C	New Course		Gabriel Valle	02/07/22		N/A	N/A		
	<a href="#">Asian Americans and the Media</a>	C-2	Course change		Brian Dolber	01/14/22		N/A	N/A		
	<a href="#">Media and Politics</a>	C-2	Course change		Brian Dolber	01/14/22		N/A	N/A		
	<a href="#">Communication Minor</a>	P-2	Program Change		Elvis Nshom	01/14/22		N/A	N/A		
	<a href="#">Media, Religion, and Commodification</a>	C-2	Course change		Brian Dolber	01/14/22		N/A	N/A		

If you are looking at course and program proposals, disregard the GE proposals (and vice versa).

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	College	Course Prefix	Number	New Number or Prefix	A	Form	Curriculum Comments	State or Self Support	Originator	Rec'd by AP	UCC Action	GE Area	GEC Action	BLP Action
1	CHABSS	HIST			History, B.A.	P-2	Program change		Kimber Quinney	04/30/19		N/A	N/A	
2	CHABSS	GRMN	201		Intermediate German I	C-2	Course change		Marion Geiger	01/28/20		N/A	N/A	
3	CHABSS	GRMN	312		German Composition and Advanced Oral Practice	C-2	Course change		Marion Geiger	01/28/20		N/A	N/A	
4	CHABSS	COMM	390	325	Research Methods and Design	C-2	Course change		Antonio De La Garza	02/25/20		N/A	N/A	
5	CHABSS	COMM	402		Rhetorical Criticism	C-2	Course change		Antonio De La Garza	02/25/20		N/A	N/A	
6	CHABSS	TA	410		Contemporary American Theatre - Society's Taboos	GE	GE Proposal		Judy Bauerlein	01/26/21		N/A	DEu	
7	CHABSS	HIST	387		History of the United Nations	GE	GE Proposal		Kimber Quinney	03/16/21		N/A	DEg	
8	CHABSS	HIST	389		History of Pandemics	GE	GE Proposal		Ibrahim Al-Marashi	03/30/21		N/A	DD	
9	CHABSS	HIST	389		History of Pandemics	GE	GE Proposal		Ibrahim Al-Marashi	03/31/21		N/A	DEg	
10	CHABSS	HIST	389		History of Pandemics	C	New Course		Ibrahim Al-Marashi	04/22/21		N/A	N/A	
11	CHABSS	SQC	145		Origins of Chicano Communities in the U.S.	GE	GE Proposal		Alicia Gonzales	04/26/21		N/A	Cancelled; D7 no longer an option	
12	CHABSS	COMM	401	305	Rhetorical Theory	C-2	Course change		Antonio De La Garza	04/30/21		N/A	N/A	

disregard these GE proposals

7. **OR, you can change the sort to just UCC Action (or GE Action)**

	E	F	G	H	I	J	K	L	M	N	O	P
	A	Form	Curriculum Comments	State or Self Support	Originator	Rec'd by AP	UCC Action	GE Area	GEC Action	BLP Action	Senate Appr	NOTES
	<a href="#">Cultures in Motion</a>	GE	GE Proposal		Dava Hernandez	03/16/22	N/A	DEg				
	<a href="#">Environmental Problems and Solutions</a>	GE	GE Proposal		Gabriel Valle	10/27/21	N/A	DD				
	<a href="#">Sustainable Futures</a>	GE	GE Proposal		Gabriel Valle	10/27/21	N/A	DD				
	<a href="#">Political Theory and the Environment</a>	GE	GE Proposal		Steven Cauchon	04/18/22	N/A	DEg				
	<a href="#">Ideas in America</a>	GE	GE Proposal		Veronica Anover	04/12/22	N/A	CC				
	<a href="#">History of the United Nations</a>	GE	GE Proposal		Kimber Quinney	03/16/21		N/A	DEg			
	<a href="#">History of Pandemics</a>	GE	GE Proposal		Ibrahim Al-Marashi	03/30/21		N/A	DD			
	<a href="#">History of Pandemics</a>	GE	GE Proposal		Ibrahim Al-Marashi	03/31/21		N/A	DEg			
	<a href="#">Crimination in the United States</a>	GE	GE Proposal		Judy Bauerlein	01/26/21		N/A	DEu			
	<a href="#">Gender and Representation in Film Original Versions and US Remakes</a>	GE	GE Proposal		Veronica Anover	04/12/22	N/A	CC				
	<a href="#">Gender and Representation in Film Original Versions and US Remakes</a>	GE	GE Proposal		Veronica Anover	04/12/22	N/A	DEg				
	<a href="#">Political Theory and the Environment</a>	GE	GE Proposal		Steven Cauchon	04/18/22	N/A	DEg				
	<a href="#">Origins of Chicano Communities in the U.S.</a>	GE	GE Proposal		Alicia-Gonzales	04/26/21	N/A	D7-no longer an option				Cancelled, D7 no longer an option

Sort

My data has headers

Column	Sort On	Order
Sort by	UCC Action	Cell Values
Then by	College	Cell Values
Then by	Course Prefix	Cell Values
Then by	Number	Cell Values
Then by	Rec'd by AP	Cell Values

Which will yield this result, to more easily differentiate between course and GE proposals:

I	J	K	L	M	N	O
Originator	Rec'd by AP	UCC Action	GE Area	GEC Action	BLP Action	Senate Appr
Rnandez	03/16/22	N/A	DEg			
Valle	10/27/21	N/A	DD			
Valle	10/27/21	N/A	DD			
Valle	10/27/21	N/A	DD			
Charles	05/10/21	N/A	DEu			
Quinney	03/16/21	N/A	DEg			
Al-Marashi	03/30/21	N/A	DD			
Al-Marashi	03/31/21	N/A	DEg			
McGlaston	06/04/21	N/A	DEu			
Sanover	04/12/22	N/A	CC			
Sanover	04/12/22	N/A	DEg			
Lauchon	04/18/22	N/A	DEg			
Sanzales	04/26/21	N/A	DD			Can

8. Remember that once a proposal is approved, it is indicated by the date it was approved in the "Action" column, in this case "UCC Action" (column K), eg.

K	L
HCC Action	GE Area
11/25/21	
11/17/21	
11/8/21	
11/25/21	

9. NOTE: Every proposal is directly linked if you need to check the exact status:

	A	B	C	D	E	F	G	H	I
1	Course	Course Prefix	Number	New Number or Prefix	A	Form	Curriculum Comments	State or Self Support	Originator
2	CHABSS	HIST			<a href="#">History, B.A.</a>	P-2	Program change		Kimber Quinney
3	CHABSS	GRMN	201		<a href="#">Intermediate German I</a>	C-2	Course change		Marion Geiger
4	CHABSS	GRMN	312		<a href="#">German Composition and Advanced Oral Practice</a>	C-2	Course change		Marion Geiger
5	CHABSS	CO		5	<a href="#">Research Methods and Design</a>	C-2	Course change		Antonio De La Garza
6	CHABSS	CO			<a href="#">Rhetorical Criticism</a>	C-2	Course change		Antonio De La Garza
7	CHABSS	TA	410		<a href="#">Contemporary American Theatre - Society's Taboos</a>	GE	GE Proposal		Judy Bauerlein
8	CHABSS	HIST	387		<a href="#">History of the United Nations</a>	GE	GE Proposal		Kimber Quinney
9	CHABSS	HIST	389		<a href="#">History of Pandemics</a>	GE	GE Proposal		Ibrahim Al-Marashi
10	CHABSS	HIST	389		<a href="#">History of Pandemics</a>	GE	GE Proposal		Ibrahim Al-Marashi