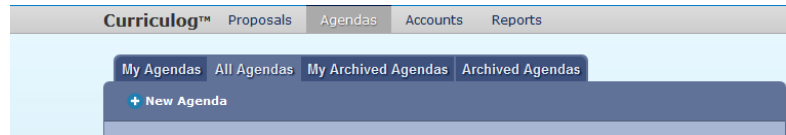

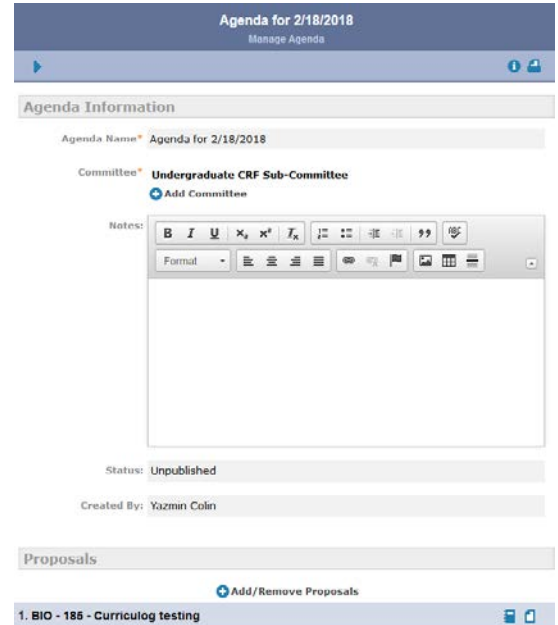


Create an Agenda

1. Navigate to the “Agenda” tab
2. Click on the “New Agenda” button
3. Enter Agenda Name
4. Click “Add Committee” to select the committee the agenda will be available to.
5. The notes field allows you to enter notes for this agenda.
6. Attach proposals by clicking “Add/Remove Proposals.” You can only attach proposals that are currently waiting for a decision from the committee you selected.
7. Select the proposals you want included in the agenda and click “Done Selecting Proposals”
8. If you hover over the proposal name, you can select “View Proposal Summary” to see the summary of the proposal or click on “View Proposal” to open up the full proposal form.
 - **Note:** All work on the agenda will be autosaved.

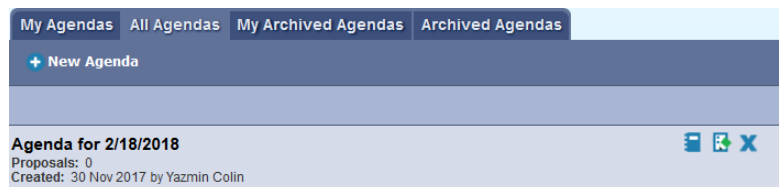


9. To publish the agenda, navigate to the  icon in the upper left corner. Publishing the agenda will make the agenda available to all participants on the step as well as all users of the site.
 - **Note:** Once an agenda is published, you may unpublish and make edits to it as long as no decisions have been made on the agenda.
 - **Note:** All participants on a Committee step will receive an email notification once the Agenda Administrator has published the Agenda with the Proposals.
 - **Note:** Users will need to be logged into Curriculog before clicking on the link to directly access the agenda.




Edit the agenda

1. If you need to edit the agenda or attach additional proposals, you'll need to unpublish the agenda first.
 - **Note:** You may only make edits to agenda as long as no decisions have been made on any of the proposals attached to the agenda.




2. In the “My Agendas” tab, hover over the agenda you’d like to edit and click the “Edit Agenda” icon to open it.
3. Click the “Unpublish Agenda” icon in the top left of the form
4. Click the “Unpublish Agenda” button on the pop-up window



5. Make your edits. When you're finished, publish the agenda again by clicking  located at the top left corner.

Record proposal decisions

1. Hover over the agenda name and click  to make a decision on the proposals in the agenda.


There are two ways to record your decision.

- a. First, scroll down and select the “decision” drop-down menu to record a decision on a proposal.
- b. If you would like to view the committee members’ votes on a particular proposal before recording your decision, click the “View Proposal” icon



- c. While viewing the proposal, navigate to

Council Subcommittee		Status: Approved
Participants		Activity 1
<ul style="list-style-type: none"> Undergraduate CRF Sub-Committee test Yazmin Colin * 11/6/2017 10:17 AM Katherine Brown 11/6/2017 10:08 AM Josh Reinhold 11/6/2017 10:07 AM Brenda Rojas 11/6/2017 10:08 AM 		Required for Approval: 100% required Date Completed: 11/6/2017 10:17 AM Changes: No Comments: Yes Agenda: Yes * Agenda Administrator

the  icon in the Proposal Toolbox in the right pane. Here you will be able to view how the committee members’ voted on a specific proposal by selecting the triangle to the left of the committee name within the step.

d. This is the second place you can record your decision.

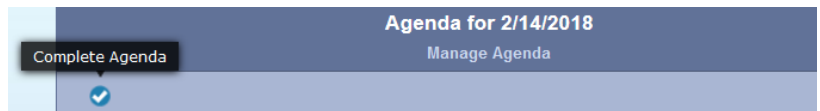
e. **Note:** Only the Agenda Administrator final decision will move the proposal(s) onto the next step in the workflow.

2. Further explanations on the different types of the decision can be found at the end of this document.

- a. **Note:** Not all decisions types are available for you to choose from.

Complete the agenda

1. If you do not have decisions for all proposals in an agenda and wish to add those proposals to another agenda, you will need to complete the agenda.

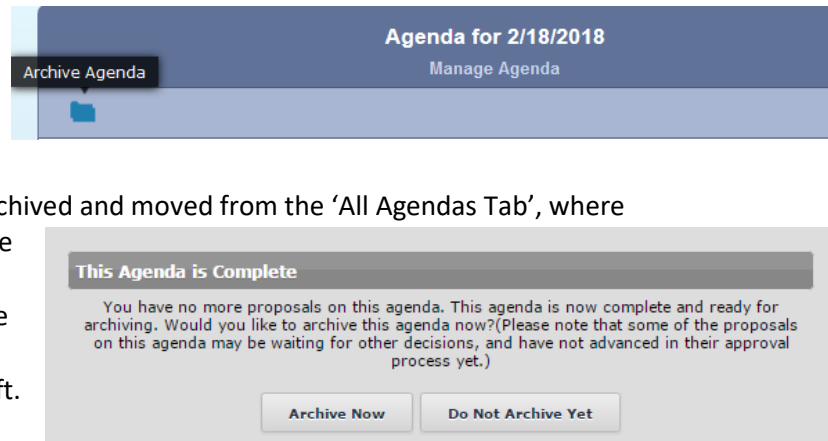


- **Note:** If you make a decision on all the proposals in the agenda the system will automatically complete the agenda for you.

2. Input the decision(s) for proposals as needed and leave the outstanding proposals without a decision.
3. Click the “Complete Agenda” icon
4. Click “Complete Agenda” button on the pop-up window
5. The proposals without decisions will no longer appear on the agenda, and will be available to attach to other agendas.

Archive the agenda

1. Once all the proposals in the agenda have a decision made, either a pop-up window will appear to archive the agenda or you will need to locate the “Archive Agenda” icon on the top left.
2. If you “Archive Now,” the agenda will be archived and moved from the ‘All Agendas Tab’, where active and completed Agendas reside, to the Archived Agendas Tab.
 - a. If you select “Do Not Archive Yet”, the agenda remains active until you click the “Archive Agenda” icon in the top left.



Explanations of the different types of decisions.

- a. **Approve**- the proposal will advance to the next step. Entering a comment is optional when selecting Approve
- b. **Reject**- the proposal will return to the previous step. A comment will be required when choosing this decision.
- c. **Hold** – Submits a request to a system administrator for the proposal to not advance in the approval process. A comment will be required when choosing this decision. If approved, the proposal will remain on the current step until the hold is released by an administrator; the participant(s) on the step can continue to edit the proposal. If the Administrator rejects the request, the proposal will remain on the current step awaiting a decision.
- d. **Suspend** – Submits a request to a system administrator for the proposal to not advance in the approval process. A comment will be required when choosing this decision. If approved, the proposal will remain on the current step until the suspension is released by an administrator; the participant(s) on the step cannot work on the proposal. If the Administrator rejects the request, the proposal will remain on the current step awaiting a decision.
- e. **Cancel** – Submits a request to a system administrator to cancel the proposal and delete it from Curriculog. If the administrator approves the cancel request, the proposal will be referred back to the originator. The originator may then re-launch the proposal or cancel it, which will delete the proposal from Curriculog. If the Administrator rejects the cancel request, the proposal will remain on the current step awaiting a decision.