


Creating and Managing an Agenda

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 the full proposal form
 - **Note:** All work on the agenda will be autosaved


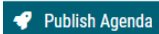
The screenshot shows the CURRICULOG interface with the 'Agendas' tab selected. At the top, there are navigation tabs: 'Proposals', 'Agendas', 'Accounts', and 'Reports'. Below these are four buttons: 'My Agendas', 'All Agendas', 'My Archived Agendas', and 'Archived Agendas'. A '+ New Agenda' button is visible. The main content area shows 'Example Agenda Manage Agenda' with a 'Publish Agenda' button and 'Agenda Help' link. Under 'Agenda Information', the 'Agenda Name*' field contains 'Example Agenda'. The 'Committee*' dropdown is set to 'Undergraduate Council' with an '+ Add Committee' button. The 'Proposals' section has an 'Add/Remove Proposals' button and a list with one item: '1. ANTH - 99999 - TEST'.

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 only if 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




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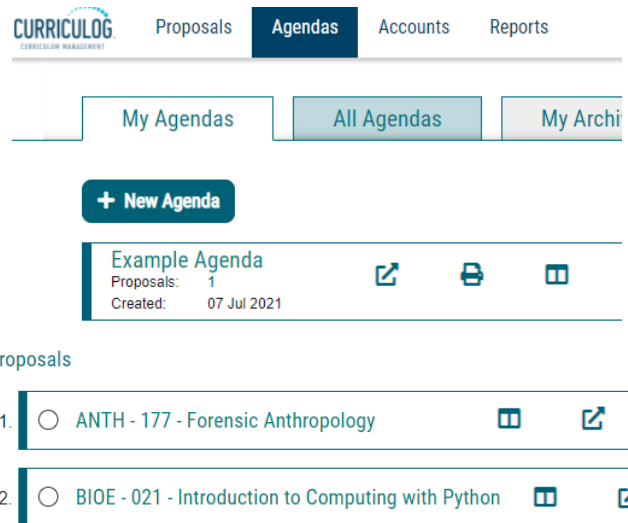
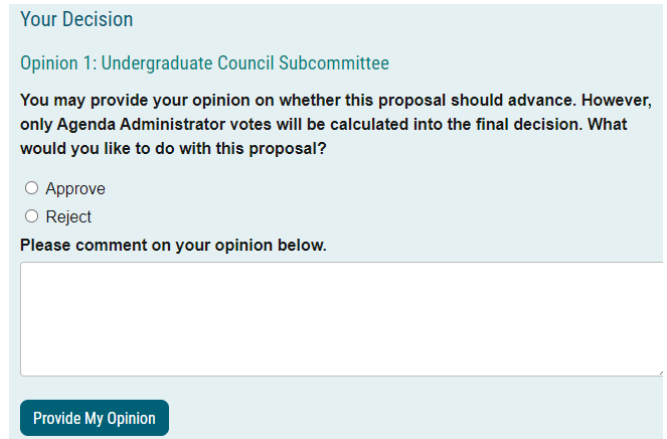
Edit an agenda

1. If you need to edit the agenda or attach additional proposals, click the “Pencil” icon to the right of the agenda title


- **Note:** You may only make edits to an agenda only if no decisions have been made on any of the proposals attached to the agenda
2. Click the  icon in the top left of the form
 3. Make your edits. When you're finished, re-publish the agenda again by clicking  located in the top left corner

Record your vote on courses proposals on an agenda

1. To record your vote to approve or deny a course proposal, click the  icon to the right of the agenda title to view the agenda
2. Scroll to the bottom of the agenda to see the courses under consideration. Click the  icon to go to the course proposal
3. On the righthand side of the proposal, click the  icon and indicate whether you "Approve" or "Reject" the proposal
4. **Note:** A committee members' decision in an agenda setting is a vote, not a final decision about the course. Only an agenda administrator, usually the staff member who created the agenda, can record the final decision that moves the course proposal backward or forward in the workflow
5. In the "Decision" screen, you will also be able to see how other members of your committee have voted for the proposal

Complete an 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 by clicking the  at the top of the left side of 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. After completing the agenda, 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. Once archived, the agenda will move from the “All Agendas” tab, where active and completed agendas reside, to the “Archived Agendas” tab

Example Agenda 2
Manage Agenda

Archive Agenda

Agenda Help

Agenda Information

Agenda Name*

Example Agenda 2