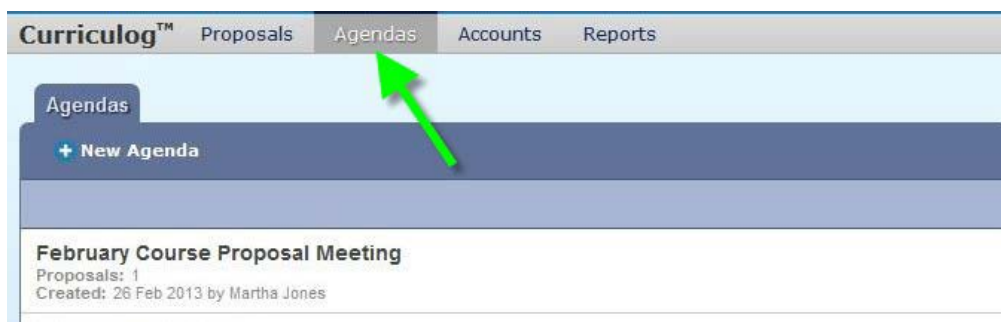










Curriculog Agendas

- Used to identify proposals that are currently being addressed by a Committee or will be addressed at an upcoming meeting
 - can only be created by committee chairs
 - can be accessed by anyone involved with that particular step in the review process
- Are one of two places a chair may officially approve a proposal on behalf of the Committee

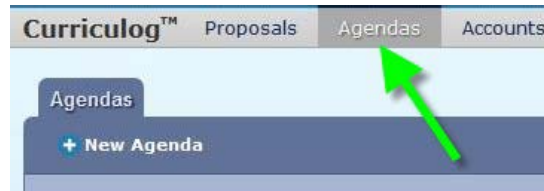


Icons:

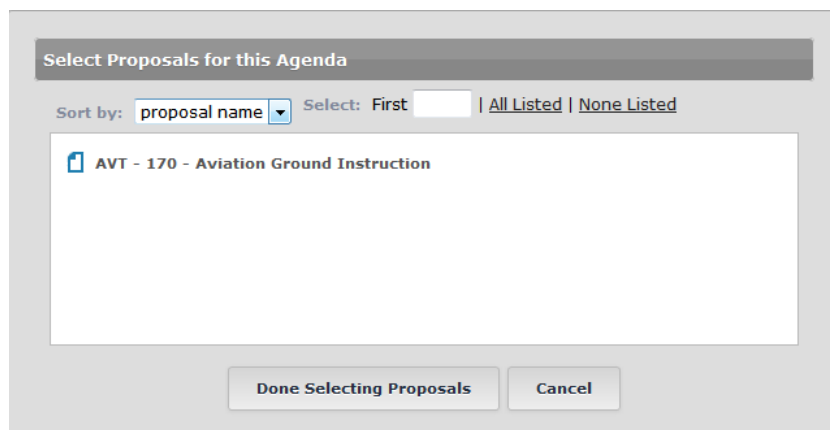
-  View Agenda - display the agenda in the left pane.
-  View Agenda Summary - display a summary of the agenda in the right pane.
-  Edit Agenda - Clicking this icon will again take you to the agenda, with the ability to edit the agenda.
-  Print Agenda - open a pop-up window with a printer-friendly version of the agenda and its proposals for use at the committee meeting.
-  Publish Agenda - publish the agenda. Note: Once an agenda is published, it cannot be edited. A dialog box will open and you must confirm that you would like to publish the agenda.
-  Delete Agenda - delete the agenda. A dialog box will open and you must confirm that you would like to delete the agenda. Note: Once an agenda is published, it cannot be deleted.
-  Archive Agenda - archive the agenda.
-  Unpublish Agenda - unpublish the agenda. Users may not view unpublished agendas. However, they make decisions on proposals included within an agenda

Create a New Agenda

A proposal is eligible for inclusion within an agenda when it has reached a step which includes an Agenda Administrator (e.g., Committee Chair). A new agenda may be created by clicking on the *+New Agenda* option.



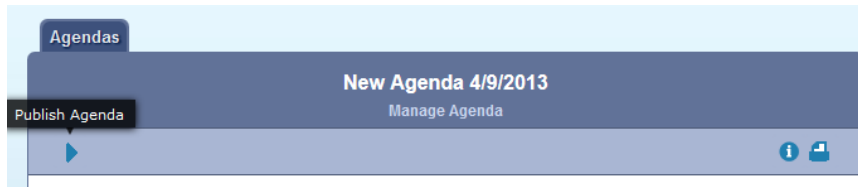
1. Enter an agenda name.
2. Click *Add Committee* to select the committee the agenda will be available to.
3. The notes field allows you to enter notes for this agenda.
4. Next, click on *Add Proposals* to add the proposals to the agenda for review. A dialog box will open displaying the eligible proposals.





Select the proposals to add to the agenda and then click *Done Selecting Proposals*. The proposals will now appear in the Proposals section of the agenda. You may view the Proposal Summary or the Proposal utilizing the appropriate icon displayed when hovering over the proposal within the agenda.

5. Publishing the agenda will make the agenda available to all participants on the step. To publish the agenda, navigate to the icon in the upper left. You may also print an agenda utilizing the print icon in the upper right.

Note: Once an agenda is published, you may unpublish it as long as no decisions have been made on the agenda.

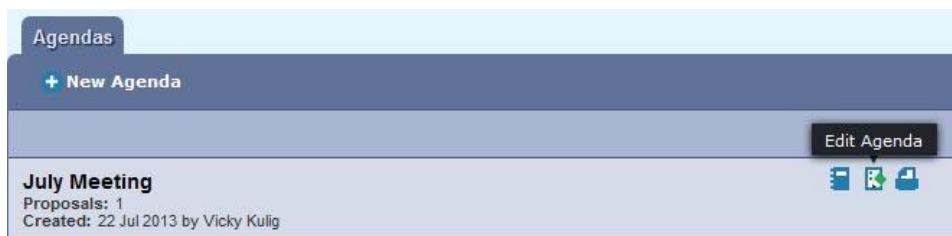


Manage Agenda

To make changes to an unpublished agenda, click the *Edit Agenda* icon (). You will be able to associate a specific Committee with the agenda, enter notes and edit the proposals included in the agenda. If you've completed your work with the agenda and would like to publish it, click *Publish Agenda* ().

Make Decisions

Agenda Administrators (typically the Committee Chair(s)) may make their decisions on behalf of the Committee on the proposal or directly from the agenda. To make a decision directly from the agenda, navigate to the Agendas Module and select *Edit Agenda* icon.



The agenda will display in the left pane. Agenda Administrators may select a decision from the decision drop down menu. Decisions other than approve and reject will redirect you back to the proposal for action.

Decisions may also be made directly on the proposal from the Agenda Administrator. When navigating to the *Decision* icon, you will be prompted for a decision on behalf of the Committee you are the Agenda Administrator for.

View Committee Comments

As an Agenda Administrator (Chair) you may view the participants and their respective opinions. However, only the Agenda Administrator votes are calculated into the final decision.

Note: Agenda Administrators are identified by an * to the right of their name on the proposal step.

Archiving the Agenda

When all proposals on an agenda have a decision, the agenda may be archived by the Agenda Administrator. A message will display in a pop up window asking if you would like to archive the agenda. You may archive the agenda by selecting the option in the message or simply navigate to the archive agenda icon in the upper left of the agenda and the agenda will be archived.