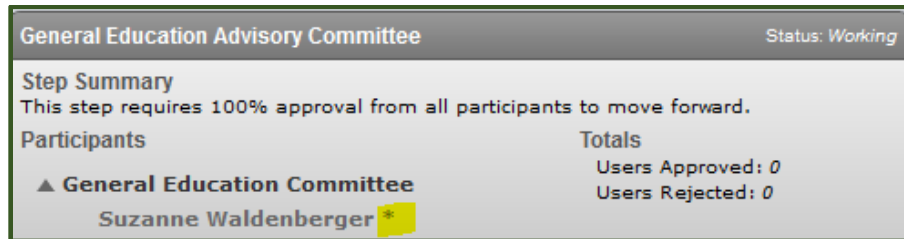


Abbreviated
CURRICULOG USER MANUAL
For Agendas

Committees & Agendas

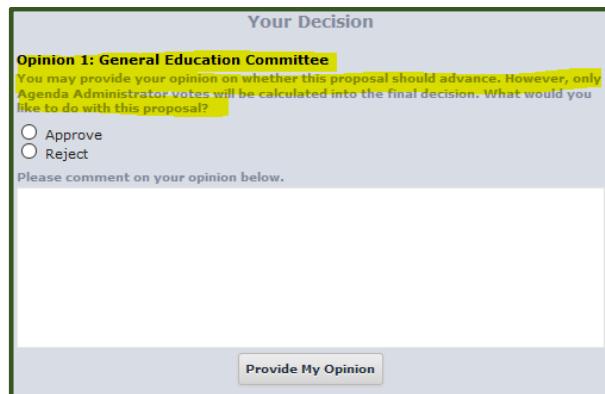
The Agenda module provides functionality to create a meeting agenda for discussing proposals that require a committee as a part of the approval process.

Agenda Administrator - If you are designated as an Agenda Administrator, your name will appear with an asterisk beside it on the step and you will now be responsible for placing a vote on behalf of the committee and have the option for creating an agenda if one is needed. Agenda Administrators can create, edit, publish and make decisions upon an agenda, and only when a proposal has reached a committee step.



The screenshot shows a web interface for the "General Education Advisory Committee" with a status of "Working". It displays a "Step Summary" indicating that 100% approval is required. Below this, there is a "Participants" section listing "General Education Committee" and "Suzanne Waldenberger*" (marked as an administrator). To the right, a "Totals" section shows "Users Approved: 0" and "Users Rejected: 0".

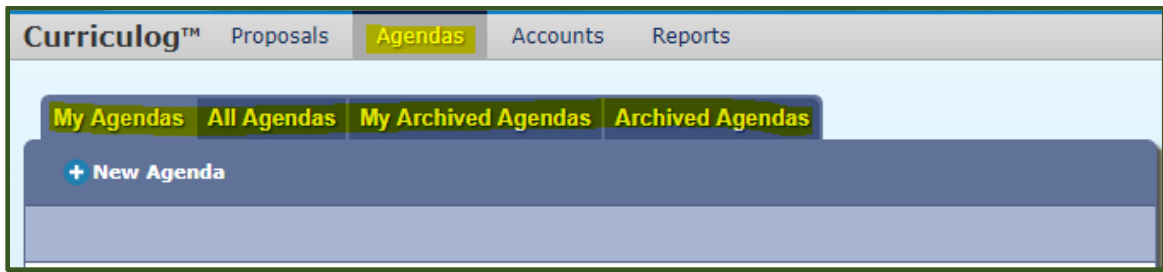
Other members of the committee may place opinions on the step, but only the votes of the Agenda Administrator will be counted for the purpose of moving the proposal to the next step



The screenshot shows a "Your Decision" form titled "Opinion 1: General Education Committee". It includes a warning: "You may provide your opinion on whether this proposal should advance. However, only Agenda Administrator votes will be calculated into the final decision. What would you like to do with this proposal?". There are two radio button options: "Approve" and "Reject". Below the options is a text area for comments with the prompt "Please comment on your opinion below." and a "Provide My Opinion" button at the bottom.

When you navigate to the Agendas Module, you will see four tabs available across the top:

- **My Agendas** - This tab will house Agendas that you have created and are still in progress or are completed but not yet marked as archived.
- **All Agendas** - This tab houses Agendas by all users that are still in progress or are completed but not yet marked as archived.
- **My Archived Agendas** - This tab houses all Agendas that you have created that are completed and marked as archived. Marking them archived moves them to this tab to be housed indefinitely to alleviate clutter on the My Agendas or All Agendas tab.
- **Archived Agendas** - This tab houses all Agendas by all users that are completed and marked as archived. Marking them archived moves them to this tab to be housed indefinitely to alleviate clutter on the My Agendas or All Agendas tab.



On each tab, you will see 10 Agendas at a time listed. You can use the “Next 10” or “Previous 10” to navigate through the list. Each row will indicate the name of the Agenda, the number of proposals included, the date it was created, and the name of the Agenda Administrator who created it.

Create a New Agenda

The Agenda Administrator will have the ability to create a new Agenda when a proposal has reached a step in their workflow that is a committee step. To create a new Agenda, you will need to navigate to the Agendas module and then select “New Agenda.”

1. Fill in the form for the Agenda, starting with the Agenda name. This is typically the name and date of the meeting being held, or similar descriptive title.
2. Once the agenda name is entered, click “Add Committee.” The new window will provide a list of all eligible committees. A committee will be considered eligible if you are the Agenda Administrator for that committee. Once your committee is selected, click “Done Selecting Committees” to add it to the Agenda.
3. The notes field allows you to enter notes for this Agenda. You may choose to include additional information that may be covered in this meeting or notes about when and where it should take place.

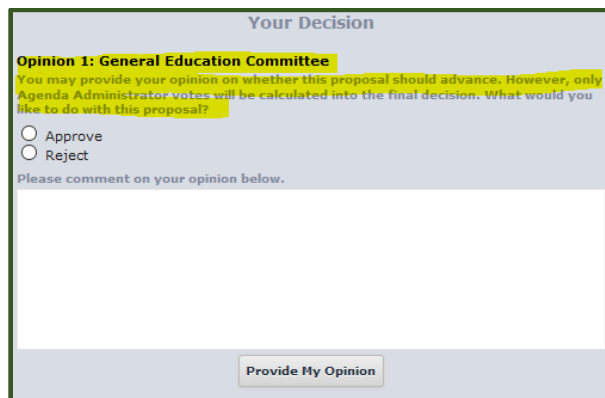
Note:

Although there is no limit to the amount of text you can place in the notes field, there are no attachments available within the Agendas.

4. Next, click on Add Proposals to add the proposals to the agenda for review. A dialogue box will open displaying any eligible proposals.
5. 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 from the appropriate icon displayed when hovering over the proposal within the Agenda.
6. Publishing the Agenda will make the Agenda available to all users within Curriculog and will include a link on the current step of each proposal currently associated with the Agenda. To publish the agenda, navigate to the icon in the upper left.

Committee Members and Comments

Even if a committee member is not an Agenda Administrator, members can still formally submit their opinion on a proposal. Please be aware that all comments are viewable by anyone that has access to Curriculog, not just those involved in that particular proposal.

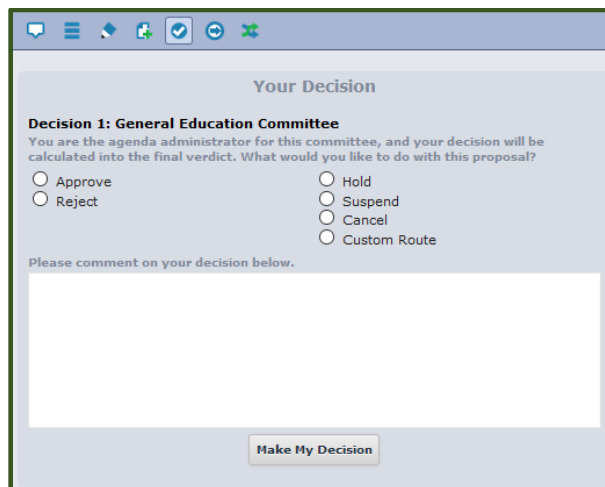


The screenshot shows a web form titled "Your Decision" for the "General Education Committee". The form contains the following elements:

- Opinion 1: General Education Committee**
- Instruction: "You may provide your opinion on whether this proposal should advance. However, only Agenda Administrator votes will be calculated into the final decision. What would you like to do with this proposal?"
- Radio buttons for "Approve" and "Reject".
- Text: "Please comment on your opinion below." followed by a large text input area.
- A button labeled "Provide My Opinion" at the bottom.


Decisions

After members of the committee have reviewed and discussed the proposal, the Agenda Administrator will enter the decision into Curriculog, which moves the proposal to the next step in the approval process. If members of the committee choose not to enter their opinions, the Agenda Administrator can enter any pertinent comments before they Approve or Reject the proposal.



The screenshot shows a web form titled "Your Decision" for the "General Education Committee", viewed from the perspective of an Agenda Administrator. The form contains the following elements:

- Navigation icons at the top.
- Decision 1: General Education Committee**
- Instruction: "You are the agenda administrator for this committee, and your decision will be calculated into the final verdict. What would you like to do with this proposal?"
- Radio buttons for "Approve", "Reject", "Hold", "Suspend", "Cancel", and "Custom Route".
- Text: "Please comment on your decision below." followed by a large text input area.
- A button labeled "Make My Decision" at the bottom.

Although the Agenda Administrator can navigate to the proposal using the View Proposal icon  in the event changes are needed – you are also able to provide decisions directly from the Agenda by hovering over the decision drop-down arrow. This will provide you with all available decision options on the step.

