Agendas

The Agendas module provides functionality to create a meeting agenda for discussing proposals that require a committee as a part of the approval process. A committee may be made up of several individuals which Curriculog will split into two groups: non-voting members and Agenda Administrators.

- **Non-voting member** - Users on the proposal may edit or comment if the step allows, however rather than providing a decision you are providing an opinion. You may place the opinion to indicate your preference for an approval or a rejection, however your vote is not counted towards the final approval or rejection. Only users serving as the Agenda Administrator will have their votes counted.

- **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. Non-voting members may place opinions on the step, but only the votes of the Agenda Administrator will be counted. There may be more than one Agenda Administrator on a step if the administrator chooses, and in that case all users designated would be required to vote for the step to advance.

**Note:**
An Agenda Administrator does not have all the rights and permissions of a system administrator and will not have access to the Administrator Dashboard.

**Only** Agenda Administrators can create, edit, publish and make decisions upon an agenda, and only when a proposal has reached a committee step.

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.

If the Agenda is open, still has active proposals and you are the Agenda Administrator who created it, you will see three icons when hovering over the name of it: View Agenda Summary, Edit Agenda, and Print Agenda.

View Agenda Summary will provide a flyout on the right side of the screen allowing you to view an overview of the Agenda including the name, current status, committee involved, associated notes, and attached proposals.

Print Agenda will launch a new window containing a print friendly version of the Agenda. This view will feature the details of Agenda and forms of each attached proposal.

Edit Agenda will return you to the Manage Agenda screen. The upper right side of the screen contains a print icon and a help icon, and the upper left may contain the unpublish icon or the Complete Agenda icon. You will not be able to change the name, committee, status, or created by options of a published Agenda but you are able to
edit the notes field. This will allow you to use the notes field to enter relevant details from discussions surrounding your proposals, or minutes from a meeting.

At the bottom you will find a list of all attached proposals. Hovering over them will provide the View Proposal Summary and View Proposal icons and clicking anywhere in the row will expand the proposals summary in the right pane to allow for a quick review. Although you 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.

The unpublish icon will only be available on Agendas until a decision has been made on at least one of the attached proposals. If no decision has been provided on any proposal, you can select this icon to change the status of the Agenda back to unpublished, allowing you to modify the proposals that have been attached, the Agenda’s name, or the committee associated. Once a decision has been provided for any attached proposal, this icon becomes the Complete Agenda icon. When the Complete Agenda icon is selected, any proposals without a decision will be removed from the Agenda to be able to be included in other Agendas; this Agenda becomes completed, and you will have the option to archive the Agenda.

! Note:

There is no option to delete Agendas once at least one decision has been provided on them.

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.”

The next step will be to fill in the form for the Agenda, starting with the Agenda name. This is typically the name of the meeting being held or named after the committee conducting it. 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.

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.

Next, click on Add Proposals to add the proposals to the agenda for review. A dialogue box will open displaying any 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 from the appropriate icon displayed when hovering over the proposal within the Agenda.

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.