

# Agenda Administrator's Decision

If an asterisk is placed next to your name, you are an Agenda Administrator.

College Initial Review Status: Working

Participants

▲ College of Arts and Letters Initial Review

Kevin Baaske\*

Activity ⓘ

Required Participation: 100% required

Required for Approval: 100% required

Time Spent: 6 days

Changes: No

Comments: No

Agenda: Yes

\*Agenda Administrator

As an Agenda Administrator of the current step on the workflow, you need to enter a decision after the proposal is reviewed.

You may locate the proposal in one of the two ways:

[1] Under [My Agendas] tab if you have created an agenda for a committee to vote.  
In this case, complete **STEPS A, B, and C** on page 2.

or

[2] Under [My Tasks] tab -

Curriculog™ **Proposals** Agendas Accounts Reports

**My Tasks** My Proposals Watch List All Proposals

+ New Proposal

Filter by: All Proposals Advanced Filter

The proposal pending your decision has a hollow bubble.  
Hover the proposal, click on the view proposal icon.

PH - 5950 - Field Experience

Steps: ●●●●●●●●●○

Last Activity: Apr 3, 2020 11:37 AM by Evaon Wong-Kim

View Proposal Email Star Refresh

Go to **STEP C**.

**STEP A.** Locate the agenda, choose view agenda:

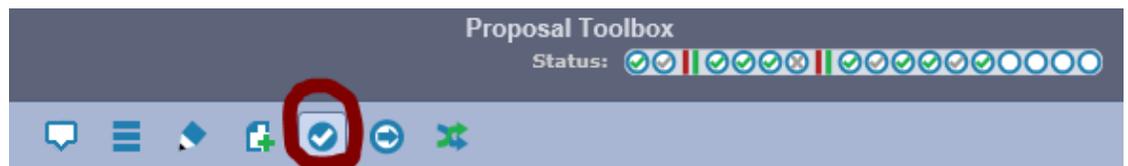


**STEP B.** On the agenda, locate the proposal. Hover and choose view proposal:



**STEP C.** Follow these steps to enter a decision:

**[1] Click on the DECISION icon  to open the decision page.**



**[2] Choose one of the 6 decisions.**

- Approve** = Moves the proposal to the next step on the approval process workflow.
- Reject** = Send the proposal back to the previous step. You must provide a comment when you reject a proposal.
- Hold** = Send a request to UGS to hold the workflow. This would typically be used to ask for additional time for revisions on a proposal when a deadline is approaching, as the item will not trigger the deadline when it has been placed on hold. Only UGS can lift the hold on a proposal.
- Suspend** = Send a request for the proposal to be suspended from the workflow. No work may be done on the proposal and it will not advance in the workflow until the suspension is removed.
- Cancel** = Send a request to UGS to cancel the proposal and delete it from Curriculog.

