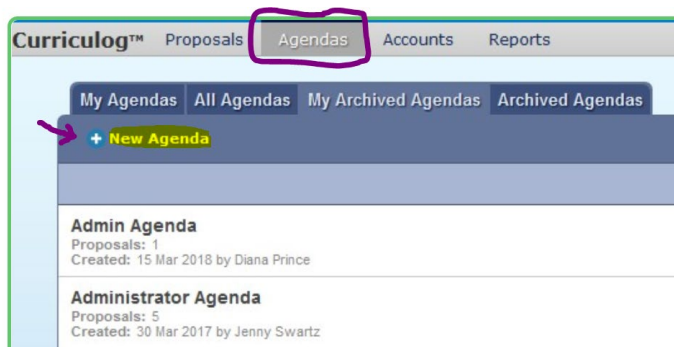
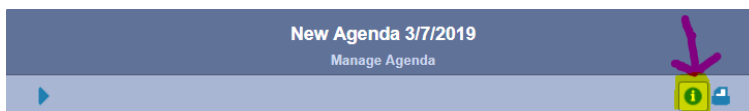


# Create a New Agenda

1. Navigate to the Agendas module, select "[New Agenda.](#)"



2. On the Task Bar, turn the  help text on:



Follow the help text and fill out the Agenda form. Fields with an \* must be completed.

3. Name the agenda -

### Notes

- Omit words such as: meeting, committee, semester etc., from the agenda name;
- Group the courses into one agenda per meeting. Avoid creating single course agendas.

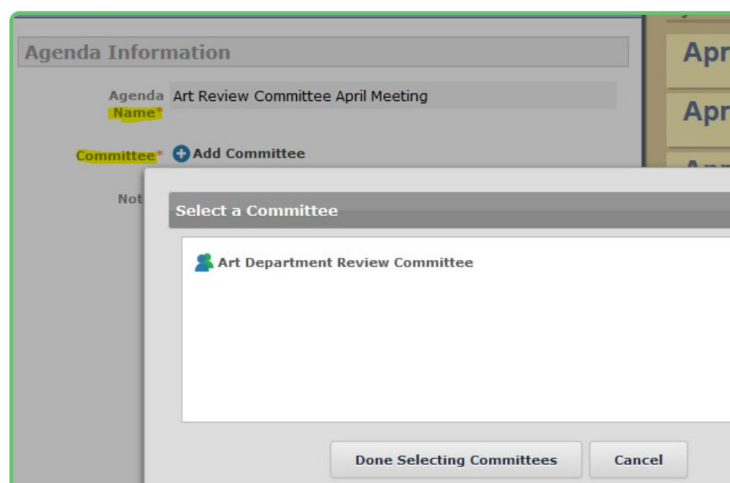
### Agenda Naming Convention (all CAPs)

**Department Level Committees:**  
 [College Abbreviation]-[Department or Program Abbreviation]-[yyyy.mm.dd]  
 For examples CCOE-AAESE-2019.10.27; ECST-TECH-2020.03.26;  
ES-PAS-2020.05.01; NSS-POLS-2020.09.10


**College Level Committees:**  
 [College Abbreviation]-[Committee Abbreviation]-[yyyy.mm.dd]  
 For examples A&L-ISAC-2020.03.26; CBE-UGC-2020.04.21;  
HHS-GSC-2020.05.01; HNRS-S&CC-2019.08.21

**Academic Senate Level Committees/Subcommittees:**  
 [\*Agenda:Code]=[yyyy.mm.dd]  
 For examples \*CSA:19-10=2020.05.05; \*GSA:20-01=2020.09.09;  
\*GESA:19-11=2020.04.28; \*EPCA:20-01=2020.09.02


4. Add Committee - Once a committee is selected, click "Done Selecting Committees" to add it to the Agenda.



5. Add Proposals to the agenda

6. Publish the Agenda – tap on  (upper left corner of the agenda form)

## Best Practices

- [1] Create direct access to the proposals - include the agenda URL to meeting email and/or to the 'paper' agenda (if you use one).
- [2] Utilize the 'Notes' box – fill it up with the regular agenda items so that the committee members do not need to open the paper agenda during the meeting.
- [3] Alleviate clutter - as soon as an agenda status changes to 'Completed', archive it by tapping  on the upper left corner within the agenda.

**Need further assistance?** On the lower right corner in Curriculog, tap , enter 'AGENDA' to the search box, and select a topic.