

# Role of an Agenda Administrator

When a proposal has reached a committee step on the approval process, the Agenda Administrator is responsible for placing a vote on behalf of the committee and have the option for creating an agenda when one is needed.

A committee may be made up of several individuals which Curriculog will split into two groups:

- [1] Non-voting members, and
- [2] Agenda Administrator(s).

The Agenda Administrator's name appears with an asterisk beside it on the step.

Non-voting members may place opinions on the step, but only the votes of the Agenda Administrator will be counted.

A status bubble will appear in front of a member's name after he has reviewed the proposal

The screenshot shows a 'Department Committee' interface. At the top right, the status is 'Approved'. Under 'Participants', there is a dropdown for 'Department of Computer Science Committee'. Below it, a list of members is shown: Raj Pamula (with a green checkmark and an asterisk), Russell Abbott, Vladimir Akis, Navid Amini (with a green checkmark), Jiang Guo, and Huiping Guo. On the right, an 'Activity' section provides details: 'Required for Approval: 100% required', 'Date Completed: 4/6/2019 2:54 AM', 'Changes: Yes', 'Comments: No', and 'Agenda: Yes'. The name '\* Agenda Administrator' is highlighted in yellow.

The Agenda Administrators can create, edit, publish and make decisions upon an agenda.

An Agenda Administrator should not vote (make a decision) when the proposal has not been reviewed by the majority of the non-voting members.

The screenshot shows a 'Department Committee' interface with a list of participants. The names listed are: Manuel Aguilar, Sarah Louise Beeby, Luis Bermudez, Mika Cho, Rebecca Davis (with a red X and the date 3/4/2019 2:43 PM), Dustin Ian Garnet, Carole Lung, Robert Martin, Jimmy Moss, Jim Ovelmen, Oliverio Rodriguez, Connie Utterback, Zachary Vernon (with a blue checkmark and the date 3/4/2019 10:36 AM), Richard Wearn, and Zachary Paul Zezima.

## Status Bubbles:

- Viewed without decision
- Approved
- Held
- Canceled
- Rejected
- Suspended
- Multiple Decisions