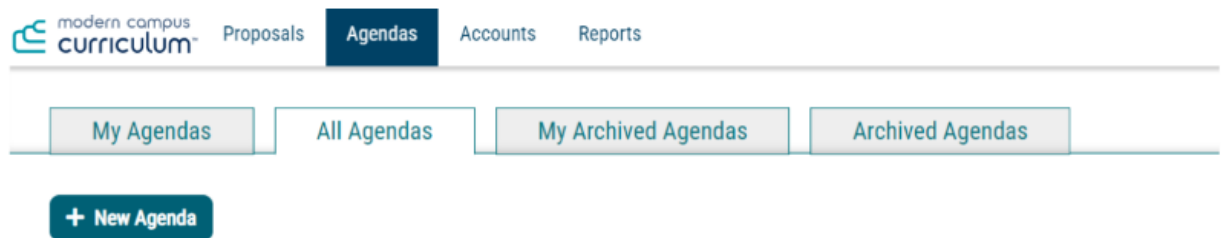# Creating and Managing Agendas in Curriculog

Create a New Agenda

Both college council/screening committee chairs and assigned administrative support staff will have the ability to create a new agenda when a proposal has reached that step in the workflow. To create a new agenda, 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. The naming convention should be as follows: **Name of council or committee, curriculum year, month of meeting.** *Example: Graduate Council 24/25 September 2024*.

Once the agenda name is entered, click "Add Committee." The new window will provide a list of all eligible councils/committees. A council/committee will be considered eligible if you are the chair or administrative support for that council or committee. Once your council/committee is selected, click "Done Selecting Committees" to add it to the agenda.

The notes field allows you to enter notes for this agenda. Here you will add additional information that will be covered in this meeting or notes about when and where it should take place. 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. If attachments will accompany the agenda when sent to council/committee members, the attachment labels can be added to the agenda via the notes field.

Next, click on "Add Proposals" to add the proposals to the agenda for review. A dialogue box will open displaying all proposals at that workflow step at that time.

Select Proposals for this Agenda

Sort by:

Proposal Name ▼

Select: First [   ] | [All Listed] | [None Listed]

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[Done Selecting Proposals] [Cancel]

Select the proposals to add to the agenda and then click "Done Selecting Proposals." Unless a proposal is specifically excluded by the chair, all proposals in the council/committee status should be included in the agenda for that month. The proposals will now appear in the "Proposals" section of the agenda. Council/committee members may view the Proposal Summary ⊟ or the Proposal ↗ from the appropriate icon displayed when hovering over the proposal within the agenda.

Note: If a proposal is tabled/postponed/etc. to a future meeting, the proposal will stay in the council/committee workflow status and can be added to a future agenda by selecting it from the list of proposals available in Curriculog at the time of that agenda creation.

Publish 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. After you publish, the council/committee chair will see these proposals in their task list, and can review them individually, and comment or edit.

If you need to make a change to this agenda, select the "Unpublish Agenda" button, make the change, and then publish again.

Sending Out Agenda to Council/Committee Members

Disseminate the council/committee agenda to members by saving the agenda as a PDF document using the print feature. The print feature is located at top right of the agenda. Choose "Print Agenda" and "Save as PDF". Save file with same naming convention as agenda name.

Distribute to council/committee members according to council/committee practice.

Council/committee members will not have a task list but can make comments on proposals by opening the proposal in Curriculog from the agenda link.

Archiving Agendas

After the council/committee chair acts on all proposals in Curriculog, based on decisions made at the meeting, archive the agenda. All agendas must be archived before the end of the curriculum year. Archiving agendas each month will eliminate confusion for council/committee members when reviewing future agendas during the curriculum year.