

## Agenda Administrator's Decision

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

College Curriculum Committee

Working

Participants

College of Business and Economics Curriculum Committee

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👍

Ramon Castillo

4/23/2022 11:11 AM

Miriam Herrera

T. Fox

👍

Devika Hazra

5/9/2022 5:01 PM

Mengying He

👍

Gretchen Lawrie

5/9/2022 4:01 PM

Daniel Lee

4/19/2022 3:44 PM

Lusi Li

👍

Marco Martinez del Angel

5/7/2022 12:08 AM

Stephen McGuire

4/8/2022 1:34 PM

👍

Porschia Nkansa

3/25/2022 3:52 PM

Bingbing Wang

👍

Song Xing

4/21/2022 6:06 PM


carlin nguyen

5/16/2022 11:15 PM

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

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

[1] Tap on the **[My Tasks]** tab



Proposals

Agendas

Accounts

Reports



My Tasks

My Proposals



Watch List

All Proposals

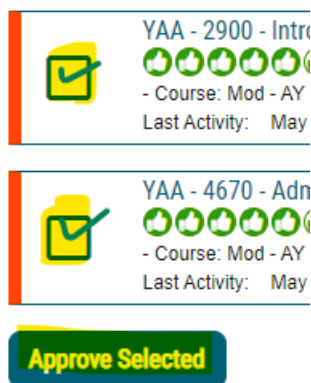
The proposal pending your decision has a hollow bubble. Hover the proposal, click on the view proposal icon.

 COUN - 5380 - Supervised Field Experience in School Psychology  
  
 - Course: Mod - AY 2023-2024  
 Last Activity: May 24, 2022 3:36 PM by Jenelle Roberts

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 CRIM - 3081 - Cyber and Technology-Facilitated Crime  
  
 - Course: New Course - AY 2023-2024  
 Last Activity: May 2, 2022 7:29 PM by Esther Tam

You may bulk approve right there OR follow **STEP C** (next page) to pull up each proposal to vote.

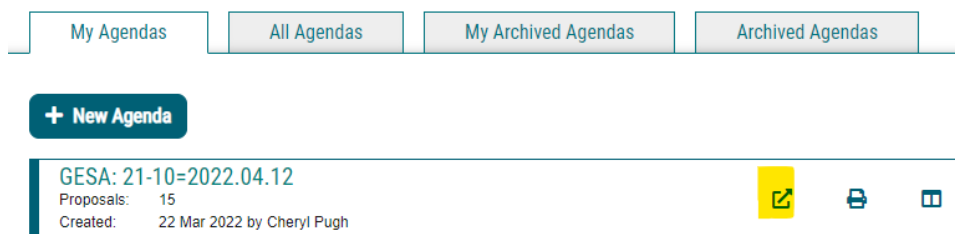


[2] Tap on the **[My Agendas]** tab if you have created an agenda for a committee to vote.



In this case, follow **STEPS A, B, and C** below.

**STEP A.** Locate the agenda, choose **view agenda** to pull up the agenda:



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



## STEP C. Follow these steps to enter a decision in the proposal:

Your Decision

Opinion 1: GE Subcommittee

You may provide your opinion on whether this proposal should advance. However, only Agenda Administrator votes will be calculated into the final decision. What would you like to do with this proposal?

☐ Approve 2

☐ Reject

Please comment on your opinion below.

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Provide My Opinion 4

Current Step Activity

☐ GE Subcommittee Approval (3/8/2022) Working

Step Summary

### Meaning of the decisions.

**Approve** = Moves the proposal forward on the workflow.


**Reject** = Send the proposal back to the previous step. You must provide a comment when you reject a proposal. **Reject means allowing for edits.**


**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** = Withdraw the proposal. Send a request to cancel the proposal and delete it from Curriculog.


### Check the status bubble of your step. If it is changed, the decision is recorded.

 = approved

 = rejected

 = held

 = suspended

 = cancelled