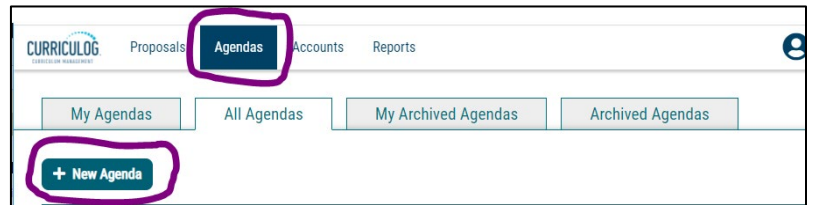


# Create an Agenda

1. Navigate to the Agendas module. Tap on



2. Name the agenda

To organize your agendas in Curriculog, please follow the **Agenda Naming Convention**.

- A title consists of 3 elements: OWNER + ENTITY + DATE
- all CAPS
- The date: the year goes first so that the agendas will be sorted in chronological order
- The agenda title cannot be changed once it is published
- Omit unnecessary words: such as: meeting, committee, semester etc

Agenda Name\*

GESA: 21-10=2022.04.12

## Agenda Naming Convention

The title consists of 3 elements: **OWNER + ENTITY + DATE**

Use CAPS

The date: the year goes first so that the agendas will be organized in chronological order.

### Departmental Committees:

[College Abbr]-[Department or Program Abbreviation]-[yyyy.mm.dd]

For examples    COE-AASE-2023.10.27    ECST-TECH-2022.03.26  
                         ES-PAS-2021.05.01    NSS-POLS-2020.09.10

### College Level Committees:

[College Abbr]-[Committee Abbreviation]-[yyyy.mm.dd]

For examples    A&L-ISAC-2021.03.26    CBE-UGC-2022.04.21  
                         HHS-GSC-2024.05.01    ES-EPC-2019.08.21  
                         NSS-EPC-2021.04.01

### University Level Committees/Subcommittees:

[\*Agenda:Code]=[yyyy.mm.dd]

For examples    \*CSA:19-10=2020.05.05    \*GSA:21-03=2021.10.13  
                         \*GESA:19-11=2020.04.28    \*EPCA:20-01=2020.09.02

3. Assign a Committee to connect to the proposals for this committee



4. Add Notes (optional):

Fill the box business items, reviewing timeline, or a particular proposal that has not reached the committee step but needs preview beforehand etc. Utilize this box to eliminate the paper agenda.

## 5. Add Proposals

Empty agenda will show a reminder (see below). You may add/remove proposals that are on the committee's step before the agenda is published.

Arrange the proposal list at your preference, but do not creating single course agendas for the same meeting.

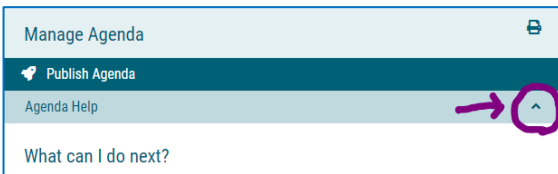
### Notes:

- If you need to add/remove proposals from the agenda, you need to unpublish the agenda first.
- If you have “leftover” (pending for decision) proposals in last meeting (stuck on the last agenda), you must close (archive) the old agenda first before you create an agenda for the next meeting. Unfinished items that are stuck on an open old agenda cannot be moved to the new agenda.

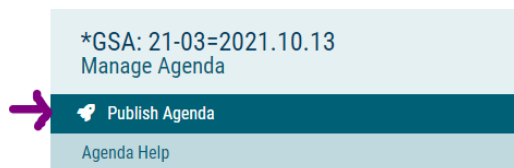
The top screenshot shows a box titled 'Proposals' with a button 'Add/Remove Proposals' and a message 'No proposals are assigned to this agenda'. To the right is a 'Sort by:' dropdown menu set to 'Proposal Name' and a 'Select:' section with buttons for 'First', 'All Listed', and 'None Listed'.

The bottom screenshot shows a similar 'Sort by:' dropdown menu set to 'Proposal Name' and a 'Select:' section with buttons for 'First', 'All Listed', and 'None Listed'.

- Need HELP or further instruction? Open the **Agenda Help**.




## 6. Publish the Agenda



Curriculumlog notifies the members when the agenda is published.

### 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.