

1/8/2021

COMMITTEE CHAIR: Creating an Agenda in Curriculog

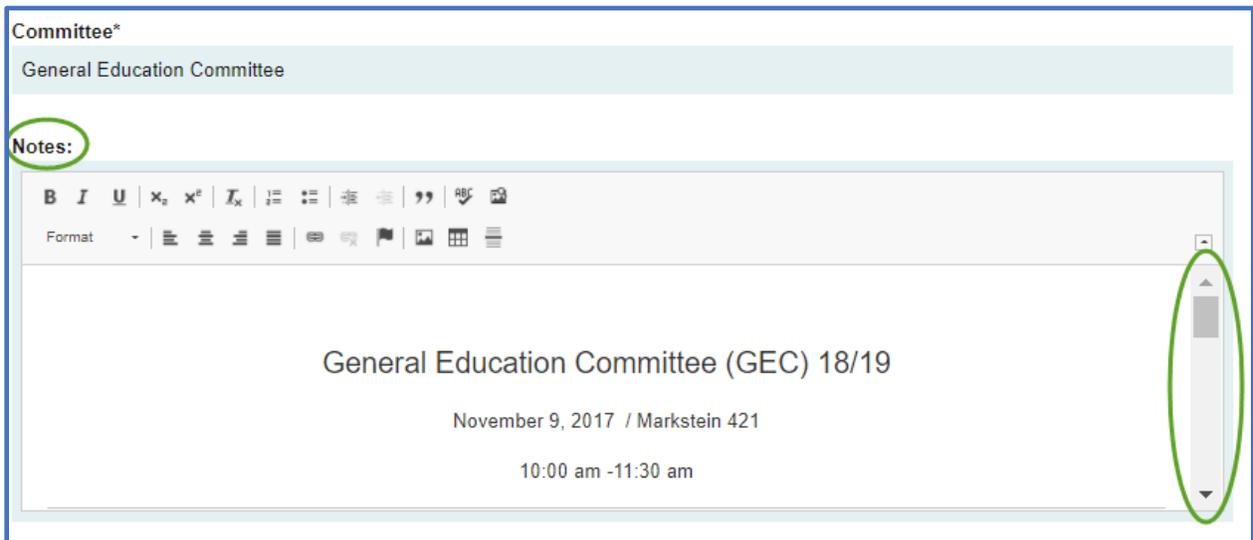
1. Login to Curriculog / csusm.curriculog.com
2. Click on **Agendas** tab



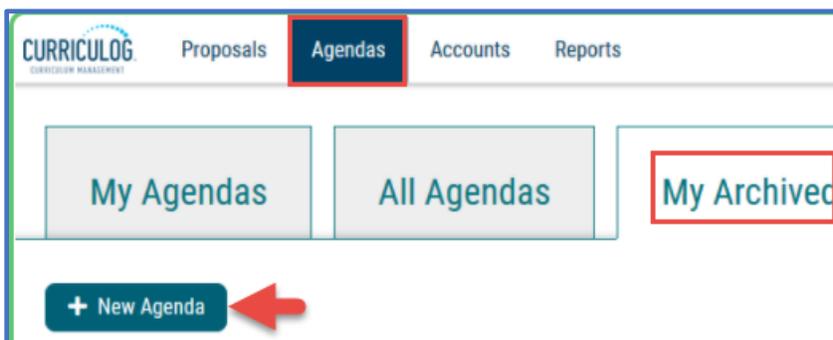
4. Find your committee's **Agenda Template**- click on "**View Agenda**" (or if there is no template, click "New Agenda")



5. **Highlight and Copy** the entire text from the "**Notes**" window in the template (you will need to scroll to get everything).



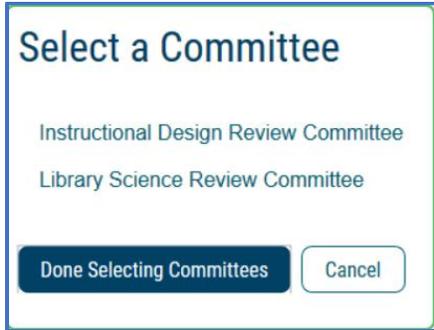
6. Click on **Agendas** tab again
7. Click "**New Agenda**"



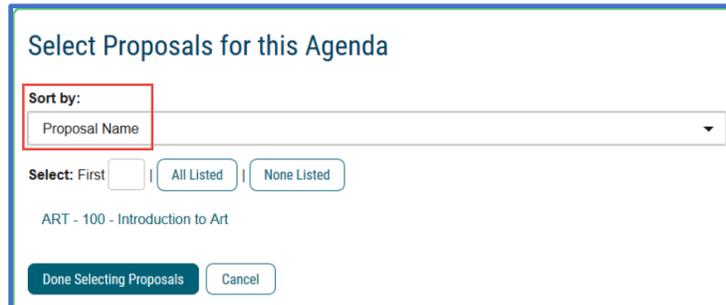
8. Paste into the Notes window
9. **Name** your Agenda, eg. "**GEC 11/30/17**" or "**UCC 1/17/18**"

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10. Click on the “Add Committee” button to select your committee. (You will not be able to add individual courses to the agenda until you select the committee)



11. Under the Proposals section click on “Add/Remove Proposals” to select all proposals for the agenda.



12. In addition to selecting the proposals, you may also want to type each course proposal into the **Notes section** as well, especially if you want to differentiate “Old Business” or “New Business.”

13. When the agenda is complete, click on the sideways arrow on top left of window to “Publish” your agenda. **If you are not ready to publish your agenda**, you can simply click away to another tab and your agenda will save. When you click back on the Agendas tab, your ‘unpublished’ agenda will be listed there.

14. **Once you publish an agenda**, it automatically alerts everyone on the committee.

To publish the agenda, navigate to the icon  in the upper left.

****TO UNPUBLISH YOUR AGENDA:**

As long as there have been no decisions made for any of the attached Proposals on the Agenda, you may unpublish it by clicking the "Unpublish" button in the corner of the Agenda.

unpublish icon 

NOTE: only the Agenda Administrator of the Agenda can unpublish the Agenda. **If decisions have been made for any of the attached Proposals, then it will not be possible to unpublish the Agenda.** Instead, you will see the option to **complete** the Agenda.

Completing the Agenda will release all Proposals that have no decision made so they can be used on future Agendas.

Complete Agenda icon 

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COMMITTEE CHAIR: Making Editorial Changes and Decisions

***Only the Committee Chair** can make editorial changes to the text within a C/C2 or P/P2 form.

***Only the Committee Chair (designated as “Agenda Administrator”)** can ‘Approve’ or ‘Reject’ a proposal. **Click on “Decision”** to make your decision about a proposal to move it forward in the process.

If more changes are needed by Originator, select Reject and make a comment. You can also email the originator, or create a Custom Route.

{**For more information**, please refer to the "[Guide to proposal decisions \(for Committee Chairs\)](#)" found on the AP web site.

*If you are not ready to make a decision, you can “Save” and return to the form later.

DASHBOARD AND NOTIFICATIONS SETTINGS

*Set your **Account settings** with email notification frequency.

Originator
Get all messages for user's proposals

Email Options
Daily Email Digest

Process
Send messages for proposals in which I am involved only

Signature Steps
Use Electronic PINS for signature steps

Signature Pin
You have not been assigned a signature pin.

Save Preferences Cancel

*Look on **Dashboard** for recent activity.

My Recent Notifications

Jan 8 Edit: Michael Tobin has made an edit on the 4. Abbreviated Course Title field for your proposal, EDMC- 630 - Diverse Learners with Disabilities and Their Families. [Click here](#) to view the proposal.

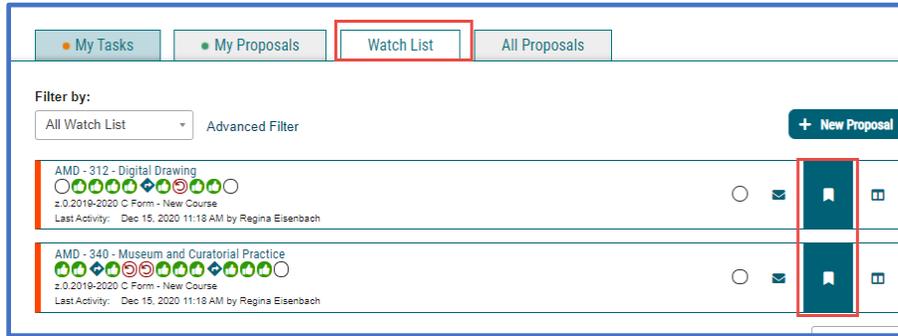
Jan 7 Approved: The proposal, EDUC - 1152 - THE ART OF EVERYTHING, with the step of Dean of Academic Programs has been approved and is moving on to the Academic Programs Final Review step. [Click here](#) to view the proposal.

Jan 7 Decision: Regina Eisenbach has decided to approve your proposal, EDUC - 1152 - THE ART OF EVERYTHING. [Click here](#) to view the proposal.

Jan 7 Approved: The proposal, EDUC - 1151 - 2021 CA AME EO Professional Learning Series, with the step of Dean of Academic Programs has been approved and is moving on to the Academic Programs Final Review step. [Click here](#) to view the proposal.

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*Add specific proposals in your **Watchlist** for easy navigation.



*Use the **“Advanced Filter”** feature to see all the proposals that are at the committee step:

