



Modern Campus Curriculum: Agendas and Privileges



GEORGIA COLLEGE & STATE UNIVERSITY

Agendas

 UCC Chair
University Curriculum Committee

Committees

University Curriculum Committee

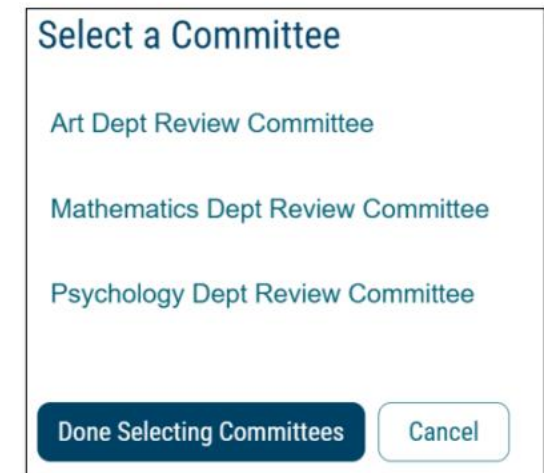
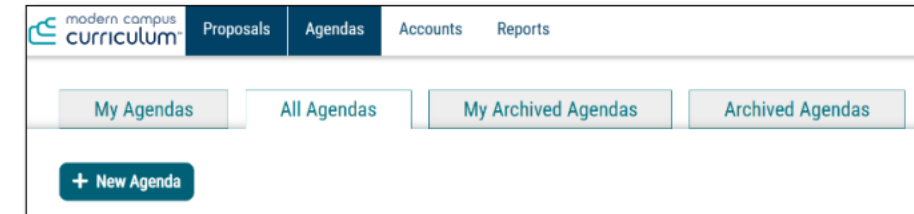
* agenda administrator

- The user elected as the Agenda Administrator will vote on behalf of the group and be able to create an Agenda as needed
- Agenda Administrator - If you are designated as an Agenda Administrator, your name will appear with an asterisk beside it on the step and you will now be responsible for placing a vote on behalf of the committee and have the option for creating an agenda if one is needed.

Only Agenda Administrators can create, edit, publish, and make decisions upon an agenda, and only when a proposal has reached a committee step.

New Agendas

- The Agenda Administrator will have the ability to create a new Agenda when a proposal has reached a step in their workflow that is a committee step.
- To create a new Agenda, you will need to 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. This is typically the name of the meeting being held or named after the committee conducting it.
- Once the agenda name is entered, click “Add Committee.” The new window will provide a list of all eligible committees.
- A committee will be considered eligible if you are the Agenda Administrator for that committee. Once your committee is selected, click “Done Selecting Committees” to add it to the agenda.



New Agendas

- Next, click on Add Proposals to add the proposals to the agenda for review.
- A dialogue box will open displaying any eligible proposals. Select the proposals to add to the agenda and then click “Done Selecting Proposals.”
- The proposals will now appear in the Proposals section of the agenda.
- Publishing the Agenda will make the agenda available to all users within Curriculum 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.

Select Proposals for this Agenda

Sort by:

Proposal Name

Select: First ☐ | All Listed | None Listed

Psychology Major B.A./B.S.

Done Selecting ProposalsCancel



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Agendas

- If the Agenda is open, still has active proposals and you are the Agenda Administrator who created it, you will see three icons when hovering over the name of it:
 - *View Agenda Summary ,*
 - *Edit Agenda ,*
 - *and Print Agenda .*

Agendas

- View Agenda Summary will provide a flyout on the right side of the screen allowing you to view an overview of the agenda including the name, current status, committee involved, associated notes, and attached proposals.

Tuesday Curriculum Meeting

Agenda Information

Name

Tuesday Curriculum Meeting

Status

Published

Committee

Instructional Design Review Committee

Notes

time, location, pizza will be provided

Proposals

ASTR - 101 - Astronomy of Solar System

Agendas

Psychology Agenda - Sept
Manage Agenda

 Publish Agenda

Agenda Help

- **Print** Agenda will launch a new window containing a print-friendly version of the agenda. This view will feature the details of agenda and forms of each attached proposal.
- **Edit** Agenda will return you to the Manage Agenda screen. The upper right side of the screen contains a print icon, and the upper left contains the Publish Agenda button or the Complete Agenda button, as well as an Agenda Help button.
- You will not be able to change the name, committee, status, or created by options of a **published** Agenda but you are able to edit the notes field. This will allow you to use the notes field to enter relevant details from discussions surrounding your proposals, or minutes from a meeting.
- **Note:** There is no option to delete Agendas once at least one decision has been provided on them.