
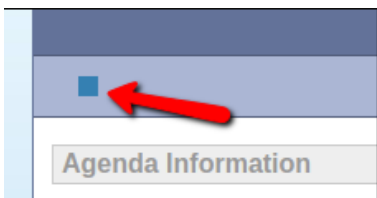


## COMMITTEE CHAIR: Creating an Agenda in Curriculog

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**"
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 When you click back on the Agendas tab, your 'unpublished' agenda will be listed there.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 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.



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.

## 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.

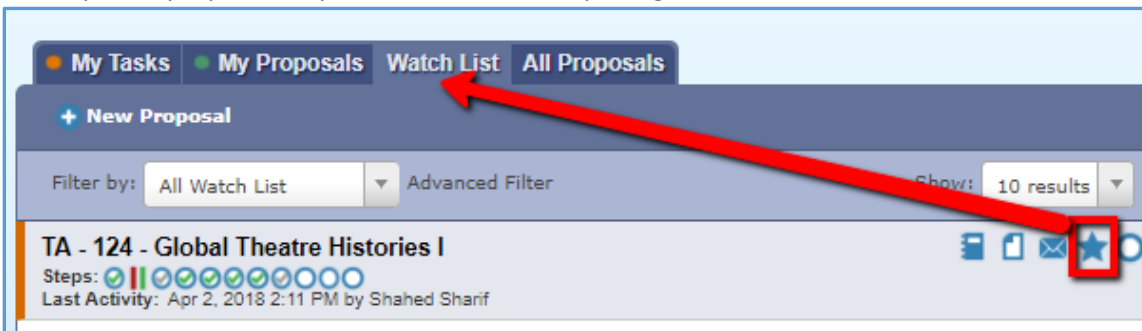
\*If you are not ready to make a decision to move it along the process, you can “Save” and return to the form later.

## DASHBOARD AND NOTIFICATIONS SETTINGS

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

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

\*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:

