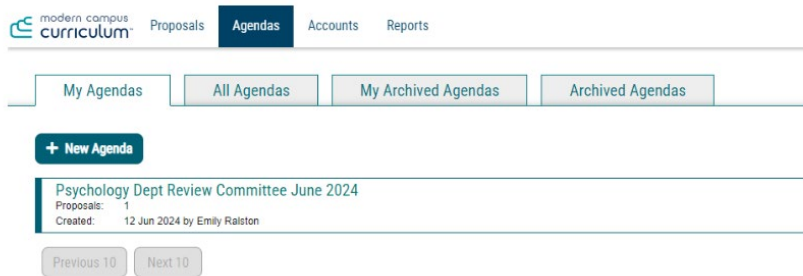


Agendas

The Agenda Administrator will have an asterisk beside their name and be responsible for placing a vote on behalf of the committee and have the option to create the agenda if one is needed.

Navigate to the Agendas Module, four tabs are available.




My Agendas- Includes agendas you created (in progress or complete).


All Agendas- All agendas by all users (in progress or complete). Restricted access to those on your step or watch list.


My Archived Agendas – Completed agendas are moved here to declutter your “My Agendas.”

Archived Agendas- All completed agendas are housed here to declutter “My Agendas” or “All Agendas” tabs.


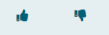
Note: Unpublish Icon  is only available on Agendas until a decision has been made on a proposal. Agendas can't be deleted after a proposal on the agenda has been voted on.

View Agenda Summary  - Provides a overview of the Agenda.

Print  - Will open a printer friendly version of the agenda.

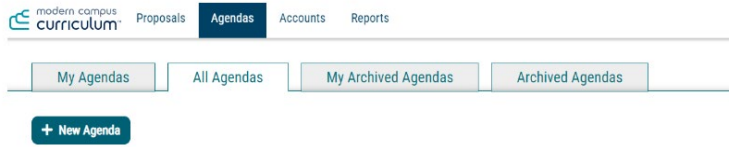
Edit Agenda  - Allowed to edit the notes fields to add details from discussions or minutes. You cannot edit the proposal name, committee, status or created by options.

Attached proposals will be attached at the bottom of the agenda. You can hover over the agenda to view it.

Votes can be made on the View Proposal Icon  or directly from the Agenda by hovering over the decision drop-down arrow to get the decision options  .

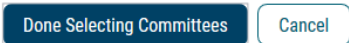
Create New Agenda

1. Select “New Agenda”



2. Select Committee

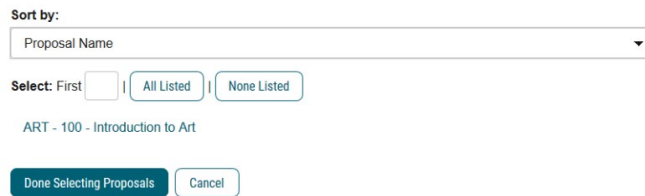
Instructional Design Review Committee
Library Science Review Committee




Note: Attachments are not available on the Agenda.

3. Select Proposal for the Agenda

Select Proposals for this Agenda



4. Select “Done Selecting Proposals.”
5. Publish the Agenda by selecting  .