

Version

1.0

UNIVERSITY of  
**HOUSTON**

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RAR Catalog and Curriculum Management



# Curriculog Guide Agendas

CATALOG AND CURRICULUM MANAGEMENT

## Curriculog Guide - Agendas

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Registration and Academic Records

Catalog and Curriculum Management

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<http://www.uh.edu/about/offices/enrollment-services/registrar/catalog-curriculum-management/>

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# Table of Contents

Curriculog .....	2
<b>Features</b> .....	<b>2</b>
<b>Training</b> .....	<b>2</b>
Accessing Curriculog .....	2
<b>URL</b> .....	<b>2</b>
<b>Credentials</b> .....	<b>2</b>
Login .....	3
Agendas.....	4
<b>New Agenda</b> .....	<b>5</b>
<b>Manage Agenda</b> .....	<b>7</b>
<b>INDEX</b> .....	<b>10</b>

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## Curriculog

Curriculog is a workflow, collaboration, and approval-tracking platform with the flexibility to respond to evolving institutional and accreditation requirements. Adopted in 2014, the online system will replace the paper versions of Coordinating Board Management (CBM) forms and other methods of proposing and approving changes to courses, programs, policies, and catalog text.

### Features

Curriculog creates the ability to:

- Communicate changes to university curriculum to entire community.
- Provide historical logging of comments and voting at each level of approval
- Help users understand impacts of change for other courses and programs that may depend on other courses (prerequisites, Core, plan-required courses).
- Track in real time the progress of proposals
- Develop agendas and meet virtually (via voting and comment logging) or in-person to discuss proposals.
  - Smart phone, Ipad, and laptop users can also enter comments and cast votes/make decisions.
- Interface with other UH systems (PeopleSoft and Acalog (catalog)) in order to reduce duplication of effort and opportunity for manual entry errors when inputting approved changes into the external systems.

### Training

Training information is located on the RAR – Catalog and Curriculum Management website:

<http://www.uh.edu/about/offices/enrollment-services/registrar/catalog-curriculum-management/>

## Accessing Curriculog

### URL

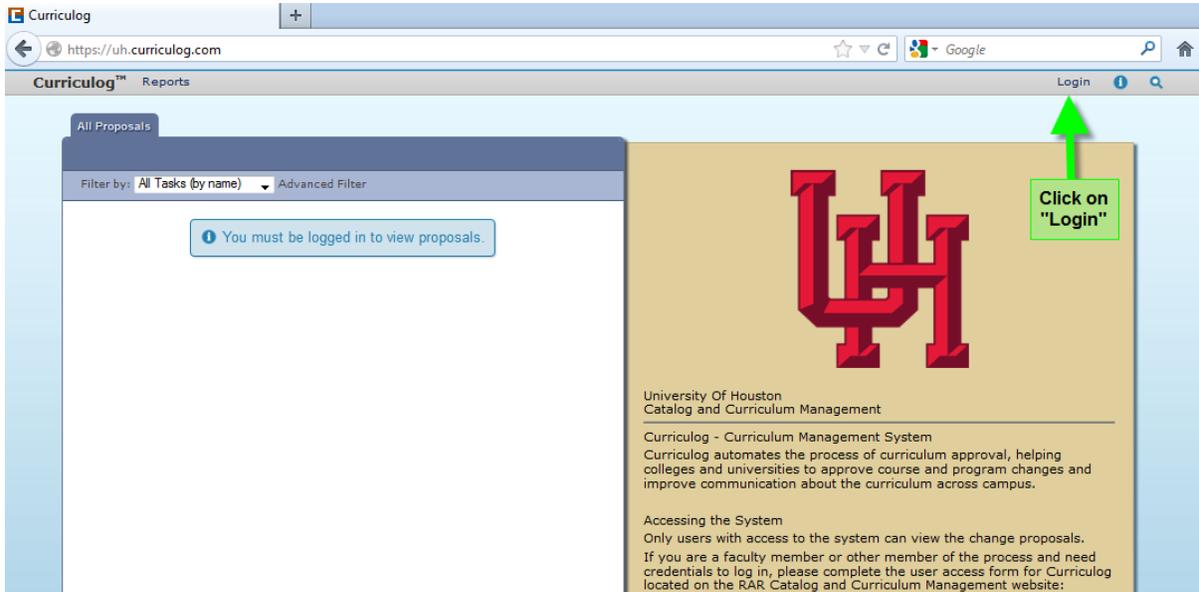
- <https://uh.curriculog.com>

### Credentials

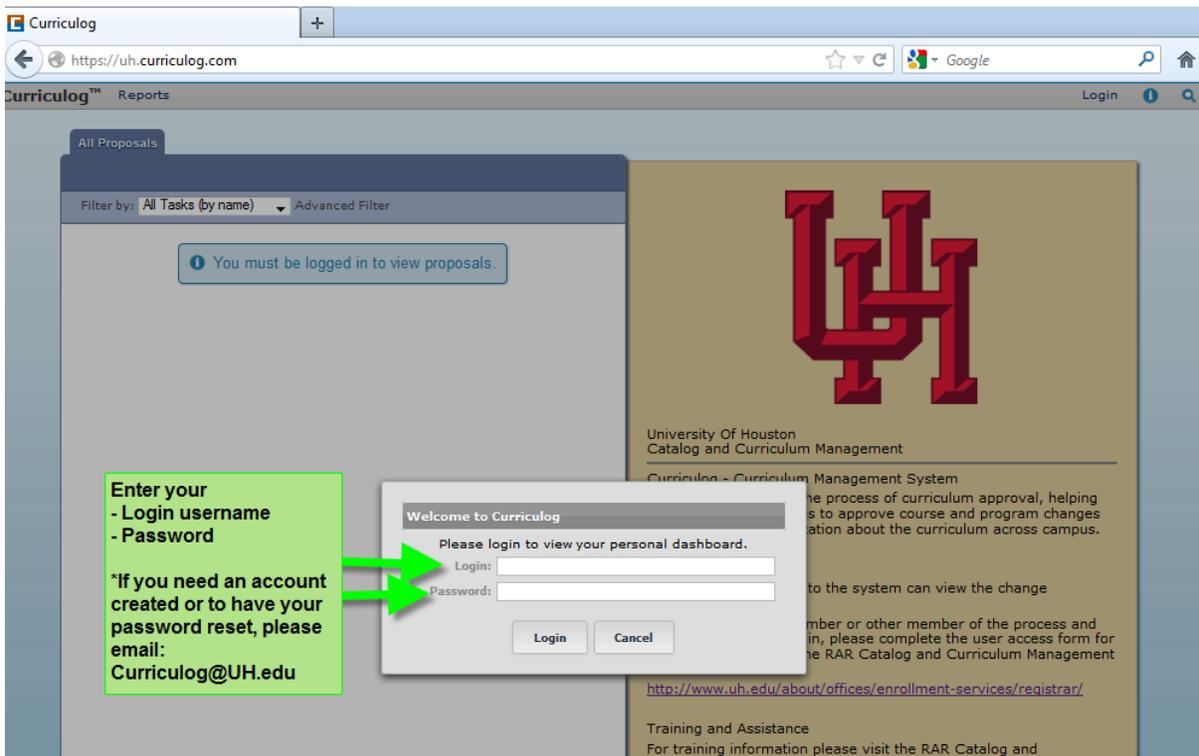
- Who has access?
  - All faculty and the staff that need to support the proposal process will have access to Curriculog.
- Username and password
  - Initial username and password will be emailed directly to the individual.
- Login support
  - Forgot Password
    - Please email [Curriculog@uh.edu](mailto:Curriculog@uh.edu) for password reset. UHIT cannot reset this password for you.
  - No Account
    - If you do not have an account in Curriculog, please complete the form located on the Catalog and Curriculum Management website to have an account created for you.  
<http://www.uh.edu/about/offices/enrollment-services/registrar/catalog-curriculum-management/>

# Login

1st. Go to <https://uh.curriculog.com>



2nd.



3rd.

## Agendas

### Overview

Agendas provide functionality to create a meeting agenda for discussing proposals that require an agenda as a part of the approval process. Only Agenda Administrators have the ability to create, edit, publish and make decisions upon an agenda. An Agenda Administrator will not have all of the rights and permissions that a System Administrator will have. Agenda Administrators will be able to create agendas and approve proposals on behalf of a committee; however, they will not have access to the Administrator Dashboard.

When a user navigates to the Agendas Module, they will see a list of agendas in the left pane. As a user, the Agenda Module is available to you. The first ten agendas will appear in the list and further agendas can be accessed using the “Next 10” button. Additionally, if the user is an Agenda Administrator, they will have the ability to create a new agenda and make decisions on behalf of a committee on the proposals placed on the agenda.



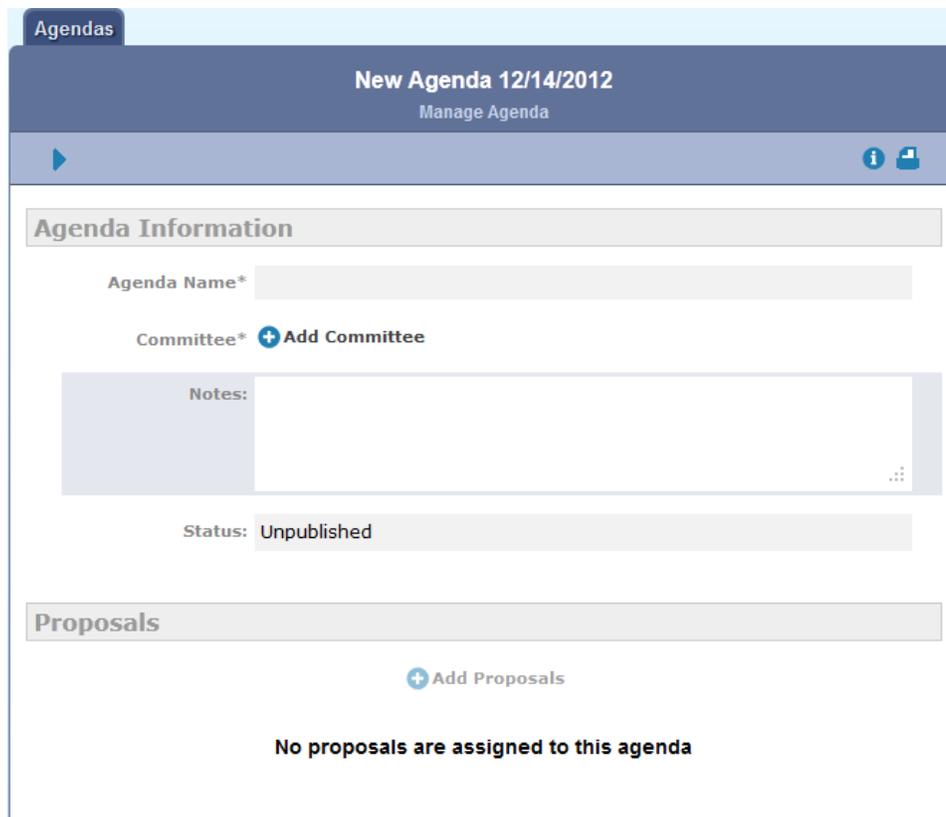
### Icons:

-  View Agenda - Clicking this icon will display the agenda in the left pane.
-  View Agenda Summary - Clicking this icon will display a summary of the agenda in the right pane.
-  Edit Agenda - Clicking this icon will again take you to the agenda, with the ability to edit the agenda.
-  Print Agenda - Clicking this icon will open a pop-up window with a printer-friendly version of the agenda and its proposals for use at the committee meeting.
-  Publish Agenda - Clicking this icon will publish the agenda. Note: Once an agenda is published, it cannot be edited. A dialog box will open and you must confirm that you would like to publish the agenda.
-  Delete Agenda - Clicking this icon will delete the agenda. A dialog box will open and you must confirm that you would like to delete the agenda. Note: Once an agenda is published, it cannot be deleted.
-  Archive Agenda - Clicking this icon will archive the agenda.

-  Unpublish Agenda - Clicking this icon will unpublish the agenda. Users may not view unpublished agendas. However, they make make decisions on proposals included within an agenda

## New Agenda

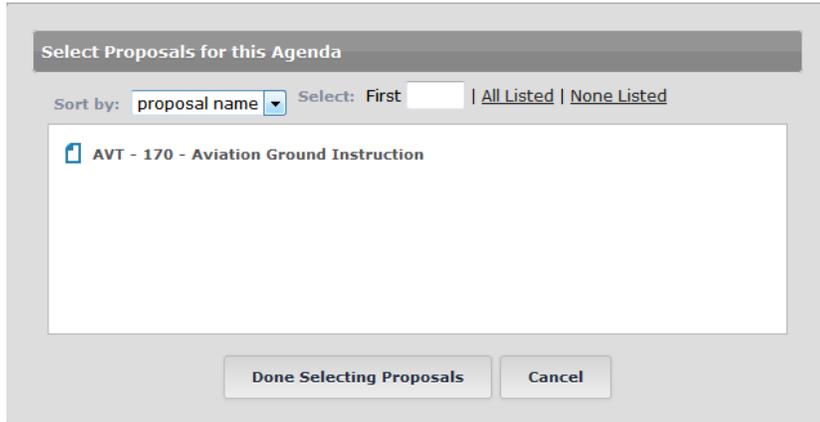
The Agenda Administrator will have the ability to create a new agenda when proposals are eligible for inclusion within an agenda. A proposal is eligible for inclusion within an agenda when it has reached a step which includes an Agenda Administrator, typically a committee step. A new agenda may be created by clicking on the “New Agenda” option.



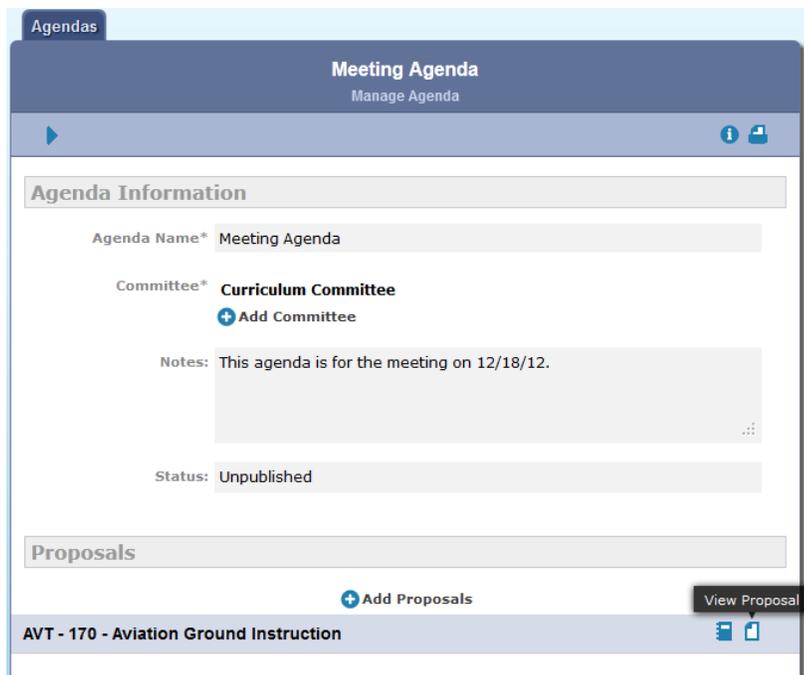
The screenshot shows a web interface for creating a new agenda. At the top, there is a tab labeled 'Agendas' and a header section titled 'New Agenda 12/14/2012' with a 'Manage Agenda' link. Below the header is a navigation bar with a play button and information/help icons. The main content area is divided into two sections: 'Agenda Information' and 'Proposals'. In the 'Agenda Information' section, there is a text input field for 'Agenda Name\*', a dropdown menu for 'Committee\*' with an '+ Add Committee' button, a large text area for 'Notes:', and a 'Status:' dropdown menu currently set to 'Unpublished'. The 'Proposals' section contains an '+ Add Proposals' button and a message stating 'No proposals are assigned to this agenda'.

Once the agenda name is entered, click Add Committee to select the committee the agenda will be available to. The notes field allows you to enter notes for this agenda.

Next, click on Add Proposals to add the proposals to the agenda for review. A dialog box will open displaying the eligible proposals.

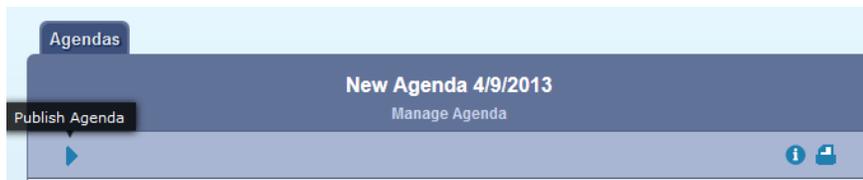


Select the proposals to add to the agenda and then click “Done Selecting Proposals”. The proposals will now appear in the Proposals section of the agenda. You may view the Proposal Summary or the Proposal utilizing the appropriate icon displayed when hovering over the proposal within the agenda.



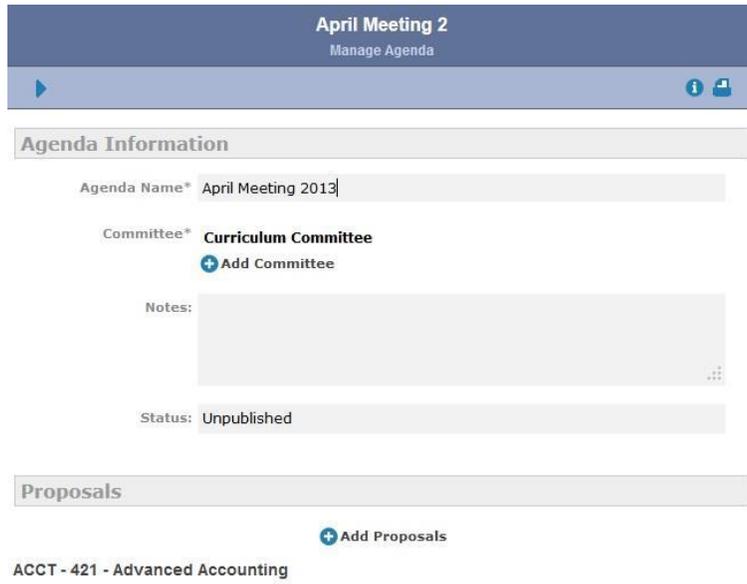
Publishing the agenda will make the agenda available to all participants on the step. To publish the agenda, navigate to the icon in the upper left. You may also print an agenda utilizing the print icon in the upper right.

*Note: Once an agenda is published, you may unpublish it as long as no decisions have been made on the agenda.*



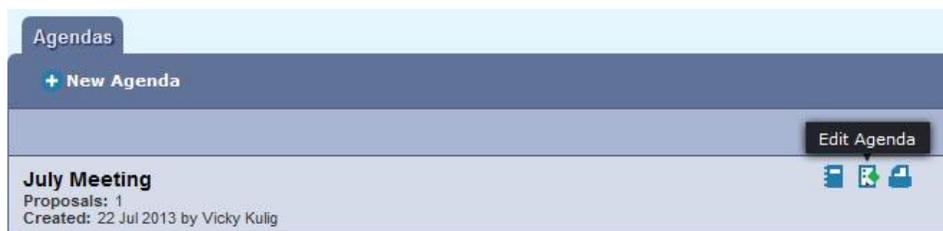
## Manage Agenda

To make changes to an unpublished agenda, click the “Edit Agenda” icon (). You will be able to associate a specific committee with the agenda, enter notes and edit the proposals included in the agenda. If you’ve completed your work with the agenda and would like to publish it, click “Publish Agenda” ().



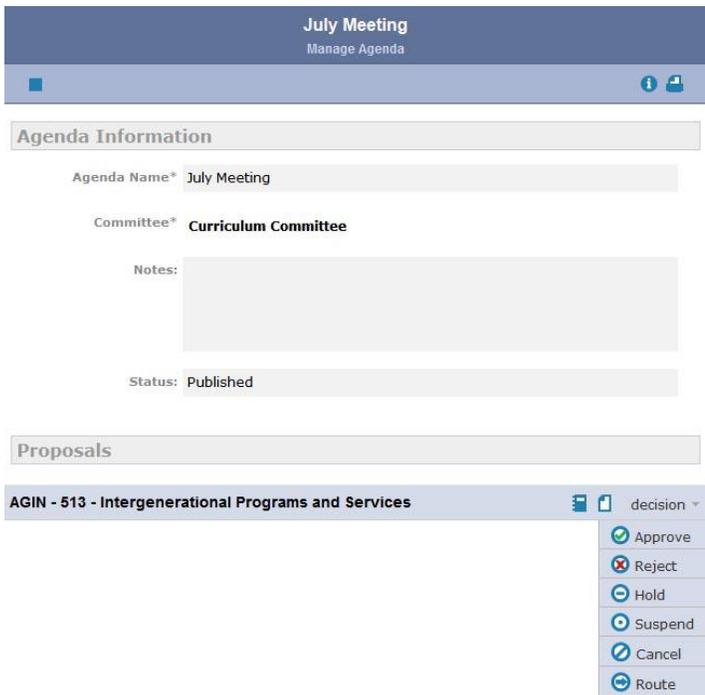
The screenshot shows the 'Manage Agenda' interface for 'April Meeting 2'. At the top, there is a header with the title 'April Meeting 2' and a 'Manage Agenda' link. Below this is a navigation bar with a play button icon and information/publish icons. The main content area is divided into two sections: 'Agenda Information' and 'Proposals'. In the 'Agenda Information' section, there is a form with the following fields: 'Agenda Name\*' (containing 'April Meeting 2013'), 'Committee\*' (set to 'Curriculum Committee' with an 'Add Committee' button), 'Notes:' (a large text area), and 'Status:' (set to 'Unpublished'). The 'Proposals' section has an 'Add Proposals' button and a list item 'ACCT - 421 - Advanced Accounting'.

Agenda Administrators (typically the committee chair(s)) may make their decisions on behalf of the committee on the proposal or directly from the agenda. To make a decision directly from the agenda, navigate to the Agendas Module and select the edit icon to edit the agenda.

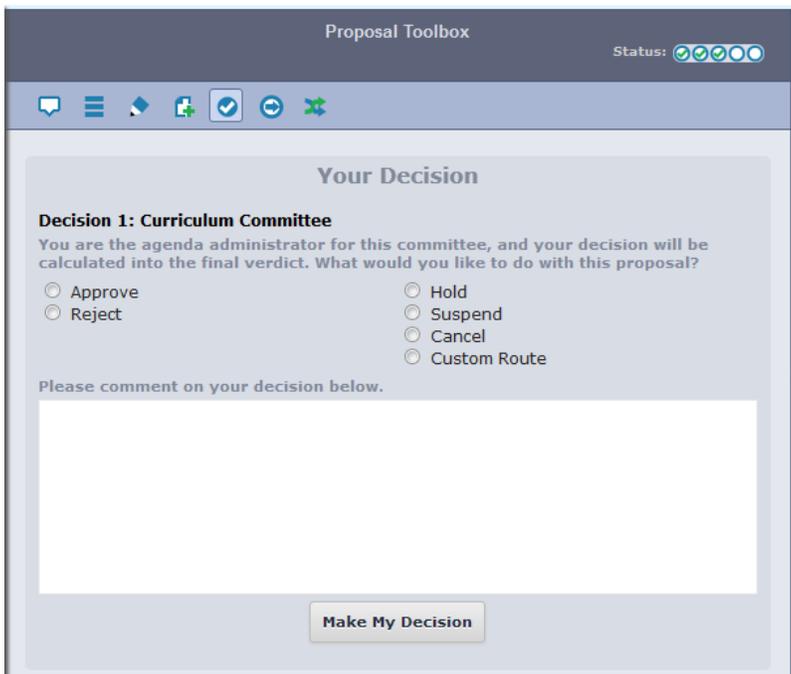


The screenshot shows the 'Agendas' module interface. At the top, there is a header with the title 'Agendas' and a '+ New Agenda' button. Below this is a navigation bar with an 'Edit Agenda' button. The main content area displays a list of agendas, with the first one being 'July Meeting'. This entry shows 'Proposals: 1' and 'Created: 22 Jul 2013 by Vicky Kuldig'. To the right of the 'July Meeting' entry, there are three icons: a play button, an edit icon, and a publish icon.

The agenda will display in the left pane. Agenda Administrators may select a decision from the decision drop down menu. Decisions other than approve and reject will redirect you back to the proposal for action.

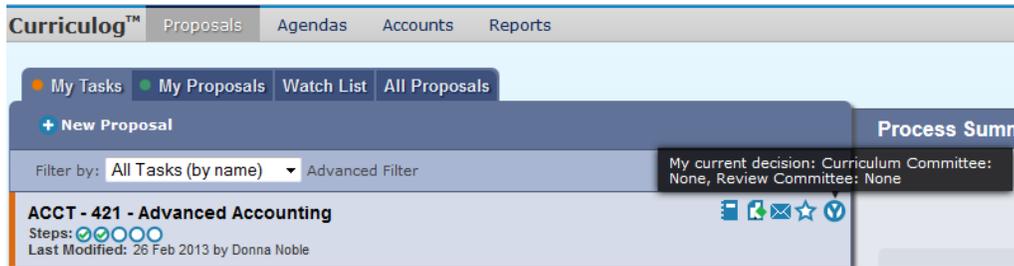


Decisions may also be made directly on the proposal from the Agenda Administrator. When navigating to the decision icon, you will be prompted for a decision on behalf of the committee you are the Agenda Administrator for.



If you are an Agenda Administrator for more than one committee on the same step, it is possible that a proposal may be placed on more than one agenda for you to make a decision on. The multiple icon (🗳️) will appear when hovering over the proposal in the My Tasks tab.

## Manage Agendas

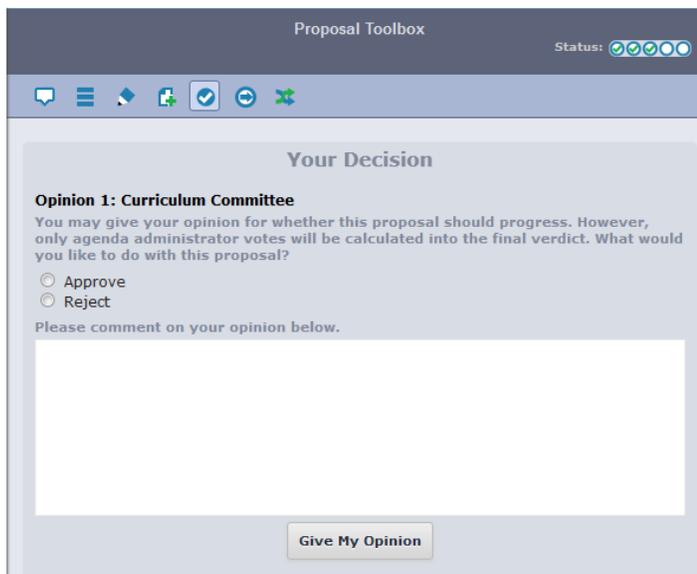


From the status icon, the Agenda Administrator has the ability to view the opinions of the committee members. To view committee members, select the triangle to the left of the committee name within the step.



As an Agenda Administrator you may view the participants and their respective opinions. However, only the Agenda Administrator votes are calculated into the final decision. Note: Agenda Administrators are identified by an \* to the right of their name on the proposal step.

Committee members will receive notification when a proposal reaches a committee step. They may submit their opinion on each individual proposal.



When all proposals on an agenda have a decision, the agenda may be archived by the Agenda Administrator. A message will display in a pop up window asking if you would like to archive the agenda. You may archive the agenda by selecting the option in the message or simply navigate to the archive agenda icon in the upper left of the agenda and the agenda will be archived.

**INDEX**

---

**A**

Agenda Administrator · 4, 5, 8, 9  
Agenda Administrators · 4, 7, 9  
Agendas · 2, 4, 5  
    agenda · 7

---

**C**

committee members  
    committee member · 9  
Curriculog URL  
    URL · 2

---

**D**

**Decision**  
    vote · 7, 8, 9  
decisions  
    decision · 4, 5, 6, 7

---

**H**

Help · 2

---

**I**

Icons · 4

---

**L**

Login · 3  
    password · 2

---

**M**

**My Tasks**  
    tasks · 8

---

**P**

password · 2  
Password  
    Login · 2  
**proposal** · 2, 5, 6, 7, 8, 9  
**Proposals**  
    forms · 6

---

**T**

tracking  
    track changes · 2

---

**U**

Users  
    user · 5