1. If you sit on a university senate committee, you will receive emails notifying you that you have a proposal awaiting your approval. Upon logging in, you will see a dashboard similar to the one on the right.

2. The **Left hand side** contains the proposals (yours and/or others awaiting committee review), on the **Right hand side** is a calendar with the tasks you need to complete.
3. At the top of your dashboard, you will see a link to the module for Agendas. Click on the Agenda module to see what agendas are available for the curriculum committees you sit on.

4. Once you click on an agenda, your agenda will display in the left pane.
5. At the bottom of the agenda is a list of proposals for the committee to review for this specific meeting.
   a. You will also see icons to view a summary of the proposal or to view the actual proposal. Click “view proposal” to review the proposal, attachments, make comments and make your decision.
6. After you click “view proposal” you now have the ability to comment and make your decision. Please note: Not all committees will require members to submit a vote.

7. Once all members have submitted a decision, the Agenda Administrator (chair) will make their vote. Their vote is the vote that moves proposal forward.