

OCI Course Development Timeline for Online/Hybrid Courses Launching in Summer 2019

MILESTONE	One-Semester Cycle	Two-Semester Cycle
Course Development Requests Sent to Academic Affairs	December 1	August 1
Course Development Cycle Begins	January 2	September 4
ID to Submit Syllabi to Academic Director <i>[in contract date]</i>	February 6	November 13
ID to Submit Syllabi to Academic Excellence Committee (AEC)	February 11	November 19
Course Design and Canvas Build Begins	February 25	December 19
Schedule Meetings with Media and Innovation	TBD by ID	TBD by ID
Curriculum Maps Created	---	January 25
Contact Faculty of Legacy Courses re: Updates for Summer	March 4	---
Legacy Updates Approved by Academic Director	April 15	---
List Textbook Information in Canvas; Populate eReserves	April 8-19	April 8-19
Start First QA Cycle**	April 22	April 22
Start Second QA Cycle	April 29	April 29
Course Sites Open to Students	May 21	May 21
Classes Begin	May 28	May 28
Faculty Contract Ends	May 31	May 31

** APAN – all courses; BIET -- all San Fran courses; ERM – all online courses; SCOM – all executive and San Fran courses; TMGT – all junior courses