

C+I Course Development Timeline for Courses Launching in Spring 2019

MILESTONE	One-Semester Cycle	Two-Semester Cycle
Course Development Requests Sent to Academic Affairs	March 15	March 15
Faculty Contracts Signed/Course Development Cycle Begins	September 4	May 1
ID to Submit Syllabi to Academic Director and Brian Dashew	October 8	June 11
Schedule Meetings with Media, Innovation, and Online Support	TBD by ID	August 31
Curriculum Maps Created	---	August 31
ID to Contact Faculty for Legacy Courses re: Updates for Spring	October 19	---
Course Design and Canvas Build Begins	October 24	September 4
Legacy Updates Approved by Academic Director	November 16	---
List Textbook Information in Canvas; Populate eReserves	November 30	November 30
Start First QA Cycle**	December 3	December 3
Start Second QA Cycle	December 10	December 10
Faculty Contract Ends	December 31	December 31
Registration Opens for Continuing Students	January 2	January 2
Registration Opens for New Students	January 14	January 14
Course Sites Open to Students	January 15	January 15
Classes Begin	January 22	January 22

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

Please note: The AEC will not meet from June through August of 2018.