

Course Development Timeline for Courses Launching in Spring 2018

MILESTONE	One-Semester Cycle	Two-Semester Cycle
Faculty Info Sent to Faculty Affairs	Varies	April 1
Course Development Cycle Begins	September 5	May 1
Syllabi to PD <i>[in contract date]</i>	October 16	July 17
Syllabi to Academic Excellence Committee (AEC)	October 20	July 21
Course Design and Canvas Build Begins	October 30	August 8
Meetings with Media and Innovation	TBD by ID	September 22
Maps Created	---	September 22
Contact Faculty of Legacy Courses	November 1	---
Legacy Changes Approved by PD	November 27	---
Start First QA Cycle*	December 4	December 4
Start Second QA Cycle	December 11	December 11
Faculty Contract Ends	December 31	December 31
Course Sites Open to Students	January 9	January 9
Classes Begin	January 16	January 16

* APAN – all courses; ERM – all online courses; SCOM – all executive courses; TMGT – all junior courses

NOTE: Additional AEC Submission Dates for Fall 2017:

- August 25
- September 22
- October 20
- November 24