

Course Development Timeline for Courses Launching in Summer 2018

MILESTONE	One-Semester Cycle	Two-Semester Cycle
Faculty Info Sent to Faculty Affairs	December 1	August 1
Course Development Begins	January 1	September 5
Syllabi to PD [<i>in contract date</i>]	February 6	November 14
Syllabi to Academic Excellence Committee (AEC)	February 12	November 20
Course Design and Canvas Build Begins	February 26	December 19
Meetings with Media and Innovation	TBD by ID	January 26
Maps Created	---	January 26
Contact Faculty for Legacy Courses	March 1	---
Legacy Changes Approved by PD	April 9	---
Start First QA Cycle*	April 16	April 16
Start Second QA Cycle	April 23	April 23
Course Sites Open to Students	May 14	May 14
Classes Begin	May 21	May 21
Faculty Contract Ends	May 31	May 31

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

NOTE: Additional AEC Submission Dates for Spring 2018:

- January 16
- February 12
- March 19
- April 16