

**Course Director Schedule  
Fall Courses**

Date	Item
January 15	Complete NewView mapping for recent Fall course offering Upcoming Fall syllabus made available for editing once NewView mapping complete
February 1	<p><b>New course proposals</b> are due to CAC by this date.</p> <p><b>Course changes</b> that must be submitted to CAC by this date include:</p> <ul style="list-style-type: none"> <li>• Grading System: Change the course grading system (e.g., letter grade to Pass / Fail);</li> <li>• Course Learning Objectives: Change course level learning objectives;</li> <li>• Registrar Content: Alter any component related to University related registrar requirements (credit hours, prerequisites, course description);</li> <li>• Course Director</li> </ul> <p>CAC approval is required before courses are available for enrollment.</p>
February 15	Complete Fall Course Needs Assessment Survey
February 15	1 <sup>st</sup> draft of Fall Weekly Class Schedule sent to Course Directors
March 1	<p><b>Course changes</b> that must be submitted to CAC by this date include:</p> <ul style="list-style-type: none"> <li>• Curricular Assessments: Alter assessments or assessment tools (e.g., rubrics) that are marked as milestones for the curriculum or co-curriculum or altering an assessment tool used across multiple courses (e.g., PCN rubric);</li> <li>• Course Delivery: Change the instructional delivery of an entire course (e.g., lecture to small group facilitation);</li> <li>• Substantial Changes in Course Assessments: Adding or removing substantial portions of assessments within a course (e.g., quizzes, exams)</li> </ul>
March 1	Fall Weekly Class Schedule posted to website

March 15	Syllabus edits in NewView must be complete by this date and ready for Registrar review.  *Course Director meetings will be scheduled to settle date conflicts for assessments
Mid-March	Student registration for Fall courses opens
April 1	NewView review of syllabi complete by the Registrar and comments sent to Course Directors
June 1	Upload syllabi to Canvas and publish Canvas site

**Course Director Schedule  
Spring Courses**

Date	Item
February 15	Complete Spring Course Needs Assessment Survey
May 15	Complete NewView mapping for recent Spring course offering Upcoming Spring syllabus made available for editing once NewView mapping complete
August 15	<p><b>New course proposals</b> are due to CAC by this date</p> <p><b>Course changes</b> that must be submitted to CAC by this date include:</p> <ul style="list-style-type: none"> <li>• Grading System: Change the course grading system (e.g., letter grade to Pass / Fail);</li> <li>• Course Learning Objectives: Change course level learning objectives;</li> <li>• Registrar Content: Alter any component related to University related registrar requirements (credit hours, prerequisites, course description);</li> <li>• Course Director</li> </ul> <p>CAC approval is required before courses are available for enrollment.</p>
September 1	1 <sup>st</sup> draft of Spring Weekly Class Schedule sent to Course Directors
September 15	<p><b>Course changes</b> that must be submitted to CAC by this date include:</p> <ul style="list-style-type: none"> <li>• Curricular Assessments: Alter assessments or assessment tools (e.g., rubrics) that are marked as milestones for the curriculum or co-curriculum or altering an assessment tool used across multiple courses (e.g., PCN rubric);</li> <li>• Course Delivery: Change the instructional delivery of an entire course (e.g., lecture to small group facilitation);</li> <li>• Substantial Changes in Course Assessments: Adding or removing substantial portions of assessments within a course (e.g., quizzes, exams)</li> </ul>

September 15	Spring Weekly Class Schedule posted to website
October 15	Syllabus edits in NewView must be complete by this date and ready for Registrar review.  *Course Director meetings will be scheduled to settle date conflicts for assessments
Mid-October	Student registration for Spring courses opens
November 1	NewView review of syllabi complete by the Registrar and comments sent to Course Directors
December 1	Upload syllabi to Canvas and publish Canvas site