

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