SEMESTER TRANSITION Wed 5/28/08

ID		
1		
2		
3	p President	
4	ation to colleges & departmen	Registrar/WebFocus
5	handbook & catalog policies	VPAA,Deans,Colleges
6		
7	Objectives	Semester Transition Cmte
8		
9	principles	Semester Transition Cmte
10	subcommittees	Semester Transition Cmte
11	Transition standards	Semester Transition Cmte
12	Assign tasks	Semester Transition Cmte
13	sh semester instructions	Semester Transition Cmte
14		
15	endar constraints	Colleges,Academic Affairs
16	Recommend Academic year/Summer calendar	Academic Affairs
17	Identify common calendar issues	Colleges,Academic Affairs
18	Council approves Academic & summer session calendar	University Council
19	Faculty approves Academic & summer session calendar	University Faculty
20	President approves calendar specifics	President
21	entation budget issues	Semester Transition Cmte
22	Propose Budget for implementation	Semester Transition Cmte
23		
24	al	Semester Transition Cmte
25	e for curriculum outlines	Colleges
26	Offer WebFocus training for semester conversion	Registrar,Colleges
27	Review existing programs/explore alternatives	Colleges
28	Revise majors, minors, concentrations & options	Colleges/Departments
29	Revise & approve degree programs	Colleges
30	e GenEd outcomes & rubrics	Academic Affairs
31	Set common University-wide General Education courses	Academic Affairs
32	Set other/basic courses (cognates, etc.)	Colleges
33	Approve majors, minors, concentrations & options	Colleges,Deans
34	Establish College Gen Ed courses	Colleges
35	Submit majors, minors, concentrations & options to VPAA	Deans
36		
37	n/development schedule	Colleges
38	ew and revised courses	Colleges,Deans
39	Revise course syllabi	Faculty
40	Develop new semester courses	Faculty
41	Revise new semester courses	Faculty
42	Identify course repeats I list(Fs/Ds) for Registrar	Colleges
43	Revise transfer protocols	Colleges/Departments
44	Develop copy for course catalog	Colleges,Registrar
45		
46	Develop student information/advising plan & policies	Colleges
47	Develop transition advising materials	Colleges
48	Produce transition advising materials	Colleges
49	Provide transition advising training for advisors	Colleges
50	Provide transition advising materials to students	Colleges
51	Provide transtion advising to students	Faculty
52		
53	Create Banner rules (for class(FR to SO etc.) standing…, athletic eligibility..) and tables to reflect semester change	Colleges
54	Load course catalog into Banner Production	Registrar
55	Copy production database to a test database	IT
56	IT sets up Luminis connection for test registrations	IT
57	Departments develop MOCK Fall 2011-2012 class schedulse	Departments
58	Load MOCK Fall 2011-2012 schedule into Banner Test	Registrar
59	Test MOCK Fall 2011-2012 schedule with registrations-200 students	Registrar
60	Departments develop MOCK Spring Semester 2011-2012 class schedules	Departments
61	Load MOCK Spring 2011-2012 class schedule into Banner Test	Registrar
62	Departments develop Fall 2011-2012 class schedule	Departments
63	Test MOCK Spring Semester 2011-2012 schedule with registrations-200 students	Registrar
64	Load, copy MOCK from test to production , Fall 2011-2012 class schedule into Banner Production	Registrar,(IT)
65	Register continuing students for Fall Semester 2011-2012	Faculty,Registrar
66	Register new students for Fall Semester 2011-2012	Faculty,Registrar
67	Convert hours attempted, hours earned, hours passed, GPA hours, points earned and CUM GPA to semesters	Registrar
68		
69	s	
70	Revise, policies, forms, publications	
71	Reformulate contracts?	
72	Print/post new policies, procedures, forms	
73		

Project: ONUSTCGantt080528
Date: Wed 5/28/08

Task · Progress · Milestone · Summary · Rolled Up Task · Rolled Up Milestone · Rolled Up Progress · Split · External Tasks · Project Summary · Group By Summary · Deadline