

SEMESTER TRANSITION Wed 5/28/08

ID	Task Name	Start	Finish	Resource Names
1	Begin Semester Transition	Thu 3/6/08	Thu 3/6/08	
2	Organization	Thu 3/6/08	Fri 5/29/09	
3	Establish coordinating group	Thu 3/6/08	Thu 3/6/08	President
4	Distribute base information to colleges & departments	Mon 6/2/08	Mon 9/1/08	Registrar/WebFocus
5	Establish handbook & catalog policies	Wed 5/28/08	Fri 5/29/09	VPAA,Deans,Colleges
6	Establish implementation calendar	Wed 4/2/08	Fri 5/30/08	
7	Timelines, Guidelines, & Objectives	Wed 4/2/08	Fri 5/30/08	Semester Transition Cmte
8	Semester Standards	Wed 4/2/08	Wed 5/14/08	
9	Transition principles	Wed 4/2/08	Wed 4/16/08	Semester Transition Cmte
10	Develop semester subcommittees	Wed 4/16/08	Wed 5/7/08	Semester Transition Cmte
11	Transition standards	Tue 5/6/08	Wed 5/7/08	Semester Transition Cmte
12	Assign tasks	Tue 5/13/08	Wed 5/14/08	Semester Transition Cmte
13	Revise/establish semester instructions	Wed 5/14/08	Wed 5/14/08	Semester Transition Cmte
14	Calendar Specifics	Wed 4/23/08	Fri 11/14/08	
15	Research calendar constraints	Wed 4/23/08	Fri 8/29/08	Colleges,Academic Affairs
16	Recommend Academic year/Summer calendar	Mon 9/1/08	Mon 10/20/08	Academic Affairs
17	Identify common calendar issues	Mon 9/1/08	Tue 9/30/08	Colleges,Academic Affairs
18	Council approves Academic & summer session calendar	Tue 10/21/08	Tue 11/4/08	University Council
19	Faculty approves Academic & summer session calendar	Tue 11/4/08	Tue 11/11/08	University Faculty
20	President approves calendar specifics	Fri 11/14/08	Fri 11/14/08	President
21	Consider implementation budget issues	Wed 5/7/08	Tue 9/30/08	Semester Transition Cmte
22	Propose Budget for implementation	Tue 9/30/08	Tue 9/30/08	Semester Transition Cmte
23	Academic Program Conversion	Thu 3/6/08	Fri 5/27/11	
24	Set process for degree & course approval	Thu 3/6/08	Wed 5/14/08	Semester Transition Cmte
25	Set process & schedule for curriculum outlines	Wed 5/14/08	Tue 9/30/08	Colleges
26	Offer WebFocus training for semester conversion	Tue 9/9/08	Fri 10/31/08	Registrar,Colleges
27	Review existing programs/explore alternatives	Mon 8/25/08	Fri 11/28/08	Colleges
28	Revise majors, minors, concentrations & options	Mon 9/1/08	Fri 5/15/09	Colleges/Departments
29	Revise & approve degree programs	Mon 9/1/08	Fri 2/13/09	Colleges
30	Approve GenEd outcomes & rubrics	Wed 5/28/08	Wed 1/28/09	Academic Affairs
31	Set common university-wide General Education courses	Wed 10/1/08	Fri 11/21/08	Academic Affairs
32	Set other/basic courses (cognates, etc.)	Wed 10/1/08	Fri 11/21/08	Colleges
33	Approve majors, minors, concentrations & options	Wed 1/7/09	Fri 5/29/09	Colleges,Deans
34	Establish College Gen Ed courses	Mon 3/2/09	Fri 5/15/09	Colleges
35	Submit majors, minors, concentrations & options to VPAA	Fri 5/15/09	Fri 5/29/09	Deans
36	Convert major program course work to semesters	Wed 5/14/08	Fri 5/27/11	
37	Set course revision/development schedule	Wed 5/14/08	Fri 12/19/08	Colleges
38	Approve new and revised courses	Wed 5/14/08	Tue 3/31/09	Colleges,Deans
39	Revise course syllabi	Mon 8/31/09	Fri 5/28/10	Faculty
40	Develop new semester courses	Mon 8/31/09	Fri 5/28/10	Faculty
41	Revise new semester courses	Fri 8/27/10	Fri 5/27/11	Faculty
42	Identify course repeats I list(Fs/Ds) for Registrar	Mon 11/30/09	Fri 2/19/10	Colleges
43	Revise transfer protocols	Mon 8/30/10	Fri 9/2/11	Colleges/Departments
44	Develop copy for course catalog	Mon 9/1/08	Fri 2/25/11	Colleges,Registrar
45	Student Information/Advising	Mon 9/1/08	Fri 4/29/11	
46	Develop student information/advising plan & policies	Mon 9/1/08	Fri 5/29/09	Colleges
47	Develop transition advising materials	Mon 8/31/09	Fri 11/20/09	Colleges
48	Produce transition advising materials	Mon 11/30/09	Fri 2/19/10	Colleges
49	Provide transition advising training for advisors	Mon 3/1/10	Fri 5/14/10	Colleges
50	Provide transition advising materials to students	Mon 6/7/10	Fri 11/19/10	Colleges
51	Provide transition advising to students	Fri 4/1/11	Fri 4/29/11	Faculty
52	Student Systems Redesign	Mon 3/30/09	Fri 8/19/11	
53	Create Banner rules (for class(FR to SO etc.) standing..., athletic eligibility..) and tables to reflect semester change	Mon 9/7/09	Fri 11/27/09	Colleges
54	Load course catalog into Banner Production	Mon 3/30/09	Fri 2/26/10	Registrar
55	Copy production database to a test database	Wed 12/2/09	Wed 12/2/09	IT
56	IT sets up Luminis connection for test registrations	Mon 5/31/10	Fri 8/27/10	IT
57	Departments develop MOCK Fall 2011-2012 class schedule	Mon 3/1/10	Fri 5/14/10	Departments
58	Load MOCK Fall 2011-2012 schedule into Banner Test	Tue 6/1/10	Fri 8/20/10	Registrar
59	Test MOCK Fall 2011-2012 schedule with registrations-200 students	Mon 8/30/10	Fri 10/29/10	Registrar
60	Departments develop MOCK Spring Semester 2011-2012 class schedules	Mon 8/30/10	Fri 10/29/10	Departments
61	Load MOCK Spring 2011-2012 class schedule into Banner Test	Mon 11/1/10	Tue 11/30/10	Registrar
62	Departments develop Fall 2011-2012 class schedule	Mon 8/30/10	Fri 11/19/10	Departments
63	Test MOCK Spring Semester 2011-2012 schedule with registrations-200 students	Mon 11/1/10	Fri 1/28/11	Registrar
64	Load, copy MOCK from test to production , Fall 2011-2012 class schedule into Banner Production	Wed 1/12/11	Fri 2/25/11	Registrar,(IT)
65	Register continuing students for Fall Semester 2011-2012	Fri 4/1/11	Fri 4/29/11	Faculty,Registrar
66	Register new students for Fall Semester 2011-2012	Mon 5/30/11	Thu 6/30/11	Faculty,Registrar
67	Convert hours attempted, hours earned, hours passed, GPA hours, points earned and CUM GPA to semesters	Wed 6/1/11	Fri 8/19/11	Registrar
68	Other Policies & Procedures	Thu 3/6/08	Fri 8/26/11	
69	Review policies, forms, publications	Thu 3/6/08	Wed 3/4/09	
70	Revise, policies, forms, publications	Fri 5/29/09	Fri 7/30/10	
71	Reformulate contracts?	Mon 9/6/10	Fri 4/29/11	
72	Print/post new policies, procedures, forms	Mon 9/6/10	Fri 8/26/11	
73	Begin First Fall Semester	Tue 9/6/11	Tue 9/6/11	