# **Faculty Timeline for Student Review Project**

Here is the tentative timeline for the steps in our Student Review project. If you need some extra time here or there, please get in touch with Jody Ondich.

1. Fill out the Faculty Information Form and submit it through the D2L course shell called Student Review Project. Due **September** **2**
2. When the Review version of your course is created, please pop in and make sure it is set up for a “first day of class” view. Sometimes announcements are on auto release, for example...we want the opening day announcement(s) in place! Due **September 6**
3. Meet with Jody Ondich and Nicola Scott to discuss review results. Between **October 10-17.**
4. After meeting with Jody and Nicola, meet with a CFI staff person (Stacy Leno, Amy Jo Swing, Kelli Hallsten Erickson, or Jody Ondich) to discuss any training or support that you might need as you look at changes in your course. (Examples might include things such as help getting professional captions or shortening-- or even making-- videos, help learning the D2L rubric tool, class behavior management, assistance in syllabus formatting, etc...) **Between Oct 10-21**
5. Take the Goal Setting Survey in the D2L course shell. Due **October 21**
6. Work on the course changes! You want to have these changes in place and the course ready to go by the beginning of the spring term.
7. With a second review happening in March and April, edit the new Review course shell to reflect a “first day of class” version. Due **March 1**
8. Submit an Interim Report on how your changes seem to be working in the new version of the course. Due **March 13**
9. Have a final meeting with Jody Ondich and Nicola Scott about the second review.  **Between April 15-30**
10. Turn in a final report on how the changes worked in your class, other feedback on this project process, how the responses of the reviewers made an impact, what kind of support the CFI staff offered, etc. Did you meet your stated goals? **May 10.**