Summer Undergraduate Online Pilot Program 2-Year Calendar

Summer 2018 Courses

Date	Item
August 15, 2017	Respond to your invitation to participate in the pilot program by notifying **distlearn@tcu.edu**. Please provide the name of the existing TCU course you will teach. Early notification is appreciated. As per the invitation email, ask your chair to email **distlearn@tcu.edu** indicating approval for you to teach online.
September 1, 2017	Submit a completed syllabus to **distlearn@tcu.edu** (including course calendar). Again, we welcome early submissions.
October 5, 2017	Complete the course learning outcomes / course objectives form.
November 10, 2017	Complete the course mapping checklist, including objectives, assessments, rubrics, and other items.
Late fall to early spring	Build a robust and engaging online course. Your assigned instructional designer will serve as a resource during this period.
Early February 2018	Showcase a dynamic, high-interest learning activity from your online course at the faculty learning community checkpoint session.

Date	Item
March 1, 2018	Deliver a complete online course. A complete course is fully built in TCU Online and includes a syllabus, content in modules, assessments, rubrics, and gradebook items. Faculty who do not meet this deadline will be removed from the pilot program.
Late March 2018	Meet with your assigned instructional designer to review feedback from the TCU Quality standards assessment / OSAT process.
April 15, 2018	Implement all suggested revisions from the TCU Quality standards assessment / OSAT process.
May 1, 2018	Deliver the course in its final, finished form with a minimum OSAT score of 70%.
Summer 2018	Courses are taught in the term selected by the instructor / department.
Fall 2018	Koehler Center staff complete OSAT for Summer 2018 Undergraduate Online Pilot Program courses.

Summer 2019 Courses

Date	Item
April 16, 2018	Deadline to apply to the Summer 2019 cohort, indicating current university-approved course you intend to teach and verifying that you have chair/dean permission to apply.
May 2, 2018	Notification to applicants regarding admission to the 2018-2019 Summer Undergraduate Online Pilot Program.

May 10, 2018	Respond to your invitation to participate in the pilot program by notifying **distlearn@tcu.edu**.
May 14, 2018	TCU Online Boot Camp begins. This self-paced online course will provide the required training for instructors who have not yet completed Preparing to Teach Online. All work must be completed by June 29, 2018.
June 4, 2018	Preparing to Teach Online course cohort course begins. This online course will provide the required training for instructors who have not yet completed Preparing to Teach Online. All work must be completed by October 10, 2018. For instructors who have completed Preparing to Teach Online, a select number of course design pieces will be completed through this course shell. All work must be completed by October 10, 2018.
June 15, 2018	Deadline for chairs/deans of the instructors selected for the 2018-2019 Undergraduate Online Pilot Program to provide their approval for participation. Emails should be sent to **distlearn@tcu.edu**. Instructors who do not have chair/dean approval by this date will be dropped from the program.
September 17 or 18, 2018 3-4pm	Cohort meeting
October 8 or 9, 2018 3-4pm	Cohort meeting
October 10, 2018	Deadline for all instructional design pieces associated with the Preparing to Teach Online course to be completed.
November 10, 2018	Complete **final** course mapping form, including objectives, assessments, rubrics, and other items to your assigned instructional designer.

November 12 0r 13, 2018 3-4pm	Cohort meeting
Late fall to early spring	Build a robust and engaging online course. Your assigned instructional designer will serve as a resource during this period.
December 1, 2018 .	Submit a completed syllabus (including course calendar) to your assigned instructional designer. Early submissions welcome.
February 11 or 12, 2019	Showcase a dynamic, high-interest learning activity from your online course at the faculty learning community checkpoint session.
March 1, 2019	Development of your online course is complete. The course is fully built in TCU Online and includes a syllabus, content in modules, activities, assessments, rubrics, and gradebook items. **Faculty who do not meet this deadline will be removed from the 2018-2019 Undergraduate online pilot program.**
March 25 or 26, 2019 3-4pm	Cohort meeting
Late March 2019	Meet with your assigned instructional designer to review feedback from the TCU Quality standards assessment / OSAT process.
April 15, 2019	Implement all suggested revisions from the TCU Quality standards assessment / OSAT process.
April 15 or 16, 2019 3-4pm	Cohort meeting

May 1, 2018	Deliver the course in its final, finished form with a minimum OSAT score of 70%.
Summer 2019	Courses are taught in the term selected by the instructor / department.
Fall 2019	Koehler Center staff complete OSAT for Summer 2018 Undergraduate Online Pilot Program courses.