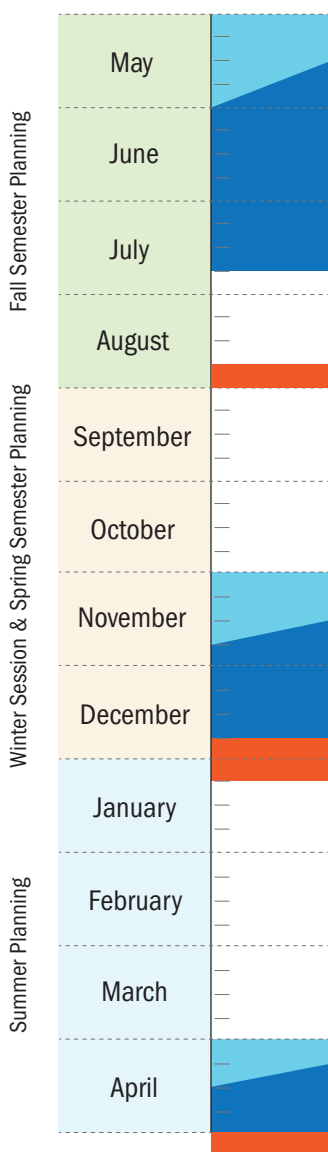


# Course Planning Period

Beginning with the 2014 Fall semester, Academic Affairs, Faculty Support Services, and the Registrar are introducing a new initiative called the Course Planning Period (CPP) in order to streamline the course planning process. Each of the four academic terms (Fall, January, Spring, and Summer) has its own pre-term planning period. To support faculty members, the CPP will:

1. reduce redundancy in faculty communications related to course planning.
2. take informal processes and make them more systematic to enhance teaching and learning.
3. open bottlenecks to increase efficiency.



## Phase I: One-on-One Conversation

- Review CPP Guide (checklist)
- Discuss and agree on due dates

*Begins in May for Fall, November for January and Spring, and April for Summer*

## Phase II: Course Preparation

Faculty assistant works on course materials

*Begins by second week in June for Fall, by November for January and Spring, and by April for Summer*

## Phase III: Teaching Team Meeting

Participants include instructor, teaching fellow(s), and faculty assistant

*Begins one week before start of classes*

academic affairs  
faculty support  
services

