

TENTATIVE/WORKING BULLETIN TIMELINE | 2018-2019
(subject to change)

Teresa	Doug	Dept
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Task		Begin	Due	
Create calendar	Fri	08/04/17		
Share bulletin timeline with Doug McMillen	Fri	08/04/17		
Send e-mail to Deans/Assoc. Deans/bulletin editors about departmental timeline (include spreadsheet with links)	Mon	08/07/17		
Doug M to announce instructions and timeline at Deans/Directors Meeting	Mon	08/14/17		
Edits due to Teresa Sheppard for first "draft"	Mon		Mon	10/23/17
Enter bulletins 1st round edits	Mon	10/23/17	Fri	11/10/17
Request faculty/staff listings effective as of 11/1 (from Anne Richmond)			Fri	11/10/17
Send email to departments advising that edits should be reviewed and any further changes to be provided through email to me	Mon	11/13/17	Mon	02/05/18
Verify faculty/staff names and titles	Mon	11/13/17	Fri	11/17/17
Enter departmental final corrections	Mon	02/05/18	Mon	03/05/18
Check Master course listing for unapproved remonstrances; any course descriptions not corrected, replace with approved	Tues	02/06/18		
Departments review for MINOR changes ONLY	Tues	03/06/18	Fri	03/16/18
Departmental corrections completed	Mon	03/19/18		
Rollout bulletin to departments, faculty, staff	Mon	04/02/18		