

Academic Process Flow

Milestone	Ownership	Notes-ops
Curriculum Development Request (CDR) Intake Process	College AA	The AA sends the CDR to DD. Liesl creates the BUILD(s). DaRelle adds to the Deans Report. Liesl works with Georgia to assign an ID.
Peer Review	College/Responsible Party	College owns the Peer Review process. There is a checklist. This is sometimes waived, but if not, there should be two Peer Reviewers. All documentation is sent to the Dean.
Dean Approval	Liesl/AA	The documentation from the BRR is sent to the Dean. Dean reviews the course and sends notification of build to master approval to Liesl.
Master Readiness	Responsible Party	This can run in tandem with the above. This is for the Responsible Party to update the Master. Resources available. This is part of the SNAPSHOT communication process. One-on-one sessions are available upon request.
SNAPSHOT		
Cohort Course Reviews	Rekha/Barbi/Allyson	Reviews the Cohort <u>courses</u> 7 days prior to the Course Start Date. Reviews are sent to Instructor. CC the Responsible Party and Adjunct Manager. Some Colleges request additional recipients. Checklist updated 1/1/2018.
Trad Course Reviews	Review team (QA, OS, PM) – term-based (4 times a year)	Reviews the Traditional <u>courses</u> after the Blackout/Freeze Period. Reviews are sent to recipients, dependent on the College. Responses received are tracked. Reports are compiled and created for the Deans. Checklist updated 1/1/2018.
0-Day Reviews	Review team (QA, OS, PM) – term-based (4 times a year)	Reviews all <u>courses</u> that had issues from the above Trad Course Reviews. These are reviewed the day after the course starts to ensure that certain aspects of the course are open for students. Reports are compiled and created for the Deans.