Southeast COMMUNITY COLLEGE

CALENDAR CONVERSION TIMELINE

2015 SEPTEMBER
Development of Calendar Team approved by Administrative Team.

2015 OCTOBER/ NOVEMBER
Calendar Team convenes. Sub-teams are established.

2015 DECEMBER
Conversion guide template developed; other colleges' best practices examined.

2016 JANUARY
Feedback, concerns and questions from campuses and divisions discussed; Conversion Guide developed.

Dr. Ilich joins meeting to discuss data-driven processes.

2016 FEBRUARY
Conversion Guide presented to Program Chairs at each campus.

2016 MARCH
Programs work on Conversion Guide and submit Program Delivery Plans to Institutional Research for compilation and review.

2016 MAY
Calendar Team presented with drafts of Higher Learning Commission Report, IR research and Program Delivery Plan analysis, 15x15x10 calendars.

Q&A with guest from Mid-Plains Community College who worked in both quarter and semester calendars.

IR surveys non-instructional areas to gather impact data.

2016 JULY/ AUGUST
Students surveyed for input on conversion.

2016 SEPTEMBER
Change to a 16x16x12 format suggested.

Calendar Format sub-team to develop drafts based on new format.

2016 OCTOBER/ NOVEMBER
IR/Deans work directly with individual programs to update Program Development Plans.

Programs asked to consider the new 16x16x12 calendar format and impact on program delivery.

2016 DECEMBER
Program Chair Focus Group session held Dec. 2.

2017 JANUARY 2017
Conversion Guides finalized;
IR provides updates, HLC report finalized.

2017 FEBRUARY
Reports submitted to Administrative Team.

2017 MAY
Conversion discussed in detail with Board of Governors at BOG workshop.

2017 AUGUST
Communication with constituents begins including high school guidance counselors; students accepted for future start dates, etc.

2017 SEPTEMBER
Process to convert transfer credit hours begins.

2017 OCTOBER
Programs begin updating curriculum; number of credit hours and impact on financial aid; need for summer terms, etc.

2017 NOVEMBER
Admissions begins updating communication campaigns in Recruit; Q25 website built; Q25 logo developed.

2017 DECEMBER
Guiding Principles, Student Guide and Conversion sheets posted to public website.

2018 JANUARY
Communication to students updated; converted course format; deadline dates set; class schedule building begins.

2018 FEBRUARY
Program semester plans approved; countdown timer added to homepage of website; processes, procedures updated regarding payment plan.

2018 APRIL
Decision made to not offer classes in summer 2019; first monthly Constant Contact email/ newsletter sent to employees on April 26.

2018 JUNE
Housing and meal plans developed.

2018 JULY
Articulation agreements reviewed and revised.

2018 SEPTEMBER
Semester course schedule within programs determined; identify equipment needs.

2018 OCTOBER
Catalog, student handbook, program flier/cost sheets, program web pages updated to reflect semesters.

2018 NOVEMBER
Division policies and procedures updated.

2018 DECEMBER
Rates for tuition, fees, housing and cafeteria approved by BOG.

2019 JANUARY
Clone of the Colleague production database completed for testing; financial aid consulting with Ellucian set to begin; Master Course Forms processed for approximately 2,000 courses, including credit hours, updated prerequisites, course descriptions, etc.

2019 FEBRUARY
Fall 2019 class schedule being entered in Colleague; tasks completed regarding impact on student-athletes.

2019 MARCH
Review of transfer equivalency process begins.

2019 APRIL
Full-time faculty semester workload determined in new three-year faculty contract.

2019 APRIL-JULY
Information added to program degree audits to represent semester-related curriculum changes.

More than 400 hours was spent updating degree audits for the 2019, 2018 and 2017 academic years.

2019 MAY
Test of student records conversion process completed; pop-up advising sessions scheduled.

2019 JUNE
Financial aid working to integrate Degree Audit into awarding process; revisions/ customizations to credit transcript finalized.

Credit transcript will show quarter credits for those classes taken in a quarter calendar and semester credits going forward for classes taken on a semester calendar.

2019 JULY
Data conversion of student, course section and transfer equivalency records successful; nearly 5 million student records updated and 102,260 course sections updated; plans to celebrate conversion on Aug. 26 finalized.

2019 AUGUST
First day of Fall Semester held Aug. 26.

2019 WORK CONTINUING
The Institutional Research Office continues to look at how to display TREND information when comparing enrollment, especially with the elimination of one term in each academic year. Changes also are being made in state and federal reporting.

THANK YOU!

Southeast Community College employees played a role in the conversion to a semester academic calendar. Every area of the College contributed to the successful transition. Those areas are recognized and listed in alphabetical order: Access/Equity/Diversity | Administrative Services/Resource Development | Advancement | Athletics | Beatrice Campus | Continuing Education | Education Square | Facilities | Human Resources/Professional Development/Safety | Instruction | Learning Centers | Lincoln Campus | Milford Campus | Planning/Accreditation | President Elich | Program Development | Public Information & Marketing | Research/Planning/Technology | Student Affairs. Thank you to those who served on the **Initial Calendar Team**: Emily Adams, Steph Canning, Bev Cummins, Mark Goes, Dennis Headrick, Karen Hermsen, Crystal Higgins, Paul Illich, Jeanine Jewell, Ed Kosier, Rachael McLeod, Stu Osterthun, Mike Pegram, John Pierce, Chelsea Reese, Stacy Riley, Diane Rink, Barry Smith, Melissa Troyer. Thank you to those who served on the **Semester Calendar Steering Committee**: Al Brunkow, Bev Cummins, Marcie DeLong, Bruce Eastrom, Dennis Headrick, Shawna Herwick, Robin Moore, Stu Osterthun, Mike Pegram, Rod Rhodes. Thank you to our Board of Governors.