

IMPLEMENTATION TIMELINE <http://www.mdc.edu/asa/bas/default.asp>

DATE		TASK/ACTIVITY	COMMITTEE	COMMENTS	COMPLETION STATUS
SM	EET/ PAS/ FT&DP				
ASAP	July-Dec 2009	Contact State regarding Memorandum of Agreement (MOA)	Academic Dean/Business Affairs/State		
		List criteria for initial release of funds, and for continuing program approval as stipulated by the State	Business Affairs		
		Upon approval, the MOA will be signed by the Miami Dade College President and the Commissioner on behalf of the SBE	Business Affairs		
		Funding, as determined by the Commissioner, approved by the SBE, and specified in the MOA, will be released upon receipt of the signed MOA.	Business Affairs		
		Develop Plan of Action in case of program termination	Academic		
		Upon SBE approval, MDC begins the BSN implementation process including:			
ASAP	August-Sept 2009	<ul style="list-style-type: none"> • Budget <ul style="list-style-type: none"> ○ preliminary Capital Outlay for equipment ○ other equipment, including purchase of information technology/teleconferencing equipment ○ facility renovation ○ Ensure that offices are equipped for new positions (computers/printers/phones, e-mail accounts, etc.) ○ communication technology 	Resources (meet with MJ Mitzenmacher)		
			Resources		
			Resources		
			Resources		
			Resources		
July-Nov 2009	Oct 2009	<ul style="list-style-type: none"> • Hiring/screening committees and guidelines 	Academic		
July-Nov 2009	Nov 2009-Feb 2010	<ul style="list-style-type: none"> • MDC posts: <ul style="list-style-type: none"> ○ Approved Chairs/Faculty/Staff (per Proposal guidelines) 	Administrative		
		<ul style="list-style-type: none"> ○ Example: 1 Full-time (FT) Doctoral-prepared faculty 			

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		<ul style="list-style-type: none"> o Example: 1 FT MLS Faculty Librarian 			
		<ul style="list-style-type: none"> o Example: 1 Instructional Designer 			
		<ul style="list-style-type: none"> o Example: 1 Recruiter/ Advisor 			
		<ul style="list-style-type: none"> o Example: 1 Student Services Assistant 			
		<ul style="list-style-type: none"> o Example: 1 Secretary 			
		<ul style="list-style-type: none"> o Example: 1 Part-time Graphic Designer 			
		Advisement:	Student Services		
Fall 2009	Fall 2009/ Spring 2010	<ul style="list-style-type: none"> • MDC advises potential BSN nursing students to complete general education, common prerequisites, and/or elective courses prior to admission. 			
Fall 2009	Spring 2010	Marketing:	Student Services (meet with Juan Mendieta regarding College-wide campaign)		
		<ul style="list-style-type: none"> • MDC commences marketing campaign in the MDC service area <ul style="list-style-type: none"> o Marketing media includes billboards, newsprint, and radio 			
		<ul style="list-style-type: none"> • MDC conducts Town Hall student and community meetings 			
Sept 2009 (prior to Spring registration)	Spring 2010 (prior to Summer registration)	<ul style="list-style-type: none"> • 1st Open House 			
July-Sept 2009	July 2009- Jan 2010	Admission/Student Services Information:	Student Services		

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		<ul style="list-style-type: none"> □ Admission Requirements/Acceptance Criteria (e.g., Enrollment Goals/Guidelines, Student Eligibility/Limited Admission requirements, Licensure, applicant status tracking, Testing/Placement, Supplemental Application development, Application letters/inquiry cycles and procedures including acceptance, non-acceptance) <ul style="list-style-type: none"> ○ Recruitment/Advisement issues ○ Admissions Marketing Plan (target populations) ○ Publications (Student Guides/Handbooks, Program Sheets, Websites, Brochures, Flyers, Catalog copy, FAQs) ○ Campus liaisons (dedicated phone lines for inquiries, referrals) ○ Financial Aid (VA eligibility, Scholarships) ○ Curriculum Guides/Graduation Audits (develop and test Degree Audits for Pre-baccalaureate and In-program codes) ○ Registration/Retention/Graduation issues ○ Post/update website information ○ Course Dictionary updates. Post approved courses with approved quals/budget codes, etc. ○ Post approved fees • MDC begins accepting applications for January 2010/ May 2010. 			
		<ul style="list-style-type: none"> • Collection of Enrollment Data including admissions and completions 	Student Services/ IR		
<i>Oct-Nov 2009</i>	<i>Feb 2010</i>	Hiring of positions for implementation:	Academic		
		<ul style="list-style-type: none"> • Example: 1 part-time Graphic Designer 			
		<ul style="list-style-type: none"> • Example: 1 Doctoral-prepared departmental chair 			
		<ul style="list-style-type: none"> • Example: 1 Doctoral-prepared FT faculty 			
		<ul style="list-style-type: none"> • Example: 1 FT MLS Faculty Librarian 			
		<ul style="list-style-type: none"> • Example: 1 Instructional Designer 			
		<ul style="list-style-type: none"> • Example: 1 Recruiter/Advisor 			
		<ul style="list-style-type: none"> • Example: 1 Student Services Assistant 			

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		<ul style="list-style-type: none"> Example: 1 Secretary 			
July-Nov 2009	July 2009-March 2010	Library	Resources		
		MDC library submits library resource recommendations.			
		<ul style="list-style-type: none"> Equipment/Supplies: 	Resources		
		MDC begins ordering program equipment, technology, furniture, office, and classroom supplies.			
Sept-Oct 2009	Oct 2009-Feb 2010	Academic Issues <ul style="list-style-type: none"> Course scheduling/sequencing Textbook selection Instructional materials (syllabi) On-line course development (if applicable) Review and post finalized course competencies Develop course syllabi Develop Technical Manual of Procedures (as necessary) Review/update Catalog information Accreditation (if applicable)	Academic		
Oct 2009 (prior to Spring registration)	Spring 2010 (prior to Summer registration)	Student Services Issues <ul style="list-style-type: none"> Second Open House Recruitment Rolling application review Admission and advisement of new students Orientation and Advisement for new students 	Student Services		
Spring 2010 (Jan)	Summer 2010 (May)	MDC offers the first BAS courses.	Academic		

