

			Please enter the date your course starts (the Monday of the week of the course):	8/5/2019	
WEEKS OUT	DATE	✓	ACTION	Dean's Office/School Contact	Responsibility
12 Weeks	13-May-19		Draft/Revise POI based on previous AAR. The AAR is the document used by the Dean to approve changes and give guidance based on the prior course. You will include the previous AAR when you submit your POI for signature so, it is critical that your changes relate to that AAR. If they do not, you must seek approval for those changes through your Department Chair. The POI is the driving document for the course.	Tammy Kern	CM
			Develop Block Schedule. The schedule is foundational to critical functions. The block schedule is both for student information, and for CLE submission to the States. Do NOT schedule the PR video presentation (lunchtime optional PR) after Tuesday without prior coordination with the CLE Manager. The PR video must be done early in the week because the hours must be added into the student's CLE by hand.	Linda Cuffee	CM
			Identify Guest Speakers. This is the absolute latest you should be identifying speakers. The TDY/Guest Speaker request form is located O:Public>Academic Forms & Instructions>Guest Speaker Information. This form is routed to the Dean's Admin. & Student Services WO. After all signatures have been obtained, the Dean's Admin. will send the approved form to the G8, Course Manager and Educ. Tech.	Tammy Kern & CW2 Hayes	CM
			Send (email) informal invitation to guest speakers soliciting availability and scheduling preferences. If you have a speaker that is controversial or unusual, or who charges an honorarium, please coordinate guest speaker approval with your Department Chair prior to contacting that person. If needed, the Chair will coordinate with the Dean. We don't want to create an embarrassing situation by having the speaker think they are coming and then having the Dean disapprove the speaker. SPECIAL NOTE: Because of the current budget situation, you MUST get specific approval for all guest speakers that require travel. Your Education Technician will know how to process these requests.	Your Education Technician	CM
			Coordinate "By Invitation Only" Course Registration. Normal short courses are entered into ATRRS by personnel at the installation. For "by invitation only" courses, however, the School controls the access to the course. The electronic application for the course is done through our public web site (https://tjaglcspublic.army.mil). Coordinate with student services to ensure you are including all needed information. Then coordinate with Danielle McGuffin in ET/DL to have the form built on line. If approved, these students will be entered by the student services office.	CW2 Hayes	CM / Education Technician

11 Weeks	20-May-19		Reserve Classrooms with Mr. Dudley as required for plenary sessions, seminars, and examinations. Main classrooms WILL automatically be scheduled when your course is scheduled into a week. Don't forget to think through any seminars, electives, or breakouts, and schedule space accordingly. We will likely NOT know of the seminars/breakouts or when they are scheduled, so it is critical to reserve rooms early since there are more entities here at the LCS that are vying for limited space. Room assignments can be VIEWED in the file: O:Public>Room Assignments.xlsx	Don Dudley	CM / Education Technician
10 Weeks	27-May-19		Review New Block Schedule and New POI with Dep't Chair. Keep a bulleted list of changes between your previous POI & the new version for your Chair and the Dean so that they can easily see what has been done to the course. This list will be included in your POI. NOTE: A "Tracked Changes" version of your POI is NO longer needed.	NA	CM
			Prepare Student Welcome Memo for Dean's signature. Use the template at O:Public>Academic Forms & Instructions>Welcome Memo. The only thing that needs to be changed is the course manager name and contact information. DO NOT CHANGE ANYTHING ELSE ON THIS MEMO. This memo goes to the students as a standard set of information. Course-specific information will be sent via e-mail through your Education Technician.	Tammy Kern	Education Technician
			Coordinate for the Course Evaluation. The School uses an online survey platform, SurveyMonkey. Contact Tammy to get the previous version, and to make updates and any changes. Remember, if your Block Schedule changes during planning, you need to alert Tammy so she can change your survey in SurveyMonkey.	Tammy Kern	CM / Education Technician
			Coordinate Automation Support for the Course (Laptop support, JAGU, power needs) for online / electronic material distribution. Coordination should be done through G6 (computers, wireless coverage, and 70" monitors), G4 (power requirements, ETDL (JAGU Support), Mr. Dudley (double-check room requirements)	G6 / G4 / ETDL	CM
			Confirm class descriptions (from POI) and bio (for Admin Materials and CLE) with all quest instructors	NA	CM
9 Weeks	3-Jun-19		Schedule briefing with the Dean & Submit "POI Book" to the Dean's Office with documents for approval / signature. Include: 1) bulleted list of changes, 2) Block Schedule, 3) POI for signature, 4) Signed versions of prior AAR & POI and 5) Proposed survey. You may also include the Welcome Memo and any guest speaker letters you may have for signing. Documents will be logged in and tracked within the Dean's office. Routing form is at O:Public>Academic Forms & Instructions. Please provide an electronic copy (editable version - Microsoft Word, Excel, etc.) of the Welcome Memo and POI to the Dean's Admin. Assistant.	Tammy Kern	Education Technician

			Confirm you have an approved TDY / Guest Speaker List / Form and that all DTS and travel requirements have been initiated and/or completed.	CW2 Hayes, Don Dudley & Tammy Kern	CM / Education Technician
			Confirm class dates and times with all guest instructors. Give instructors a deadline for submission of materials.	NA	CM
8 Weeks	10-Jun-19		Begin assembling course materials for posting on JAGU. Each department may do this a little differently. See your Education Technician for details on how your department does this. Make sure you are talking to guest speakers early and often about getting materials in.	NA	CM / Education Technician
			Continue/Complete travel arrangements for all guest instructors. Coordinate with your Education Technician to determine appropriate use of DTS versus ITOs or other paper forms of orders.	CW2 Hayes	Education Technician
			Prepare guest speaker invite letters. If your guest speaker has previously lectured at the LCS, your department chair may sign the letter. If your speaker is a first-time presenter, or is an O6 or above, the Dean should sign the invite letter. Examples of invitation letters can be found at O:Public>Academic Forms & Instructions. Route all letters for the Dean's signature through your education technician (they must review memos/letters for proper format) to the Dean's Administrative Assistant. The Dean's Admin will track, review, obtain signature, and return the letter to your Education Technician.	Tammy Kern	Education Technician
7 Weeks	17-Jun-19		Continue assembly of course materials for Deskbook / Posting on JAGU	NA	CM / Education Technician
			Mail / E-mail guest speaker invite letters	NA	Education Technician
			Continue assembly of course materials for Deskbook / Posting on JAGU	NA	CM / Education Technician

6 Weeks	24-Jun-19	<p>Contact DL to request creation of your course on JAGU Blackboard.</p> <ol style="list-style-type: none"> 1. Please provide the ATRRS course number. 2. Course start date on Bb: On what date do you want the Bb course available to students? 3. Initial course access: How will students initially access the course (Scroller option (recommended)? Enrollment tab? Search in course catalog? 4. Scroller design: Discuss with DL your ideas for the scroller logo/icon (if you will use scroller). 5. Who will be instructor/teaching assistants? Only you? You and one or two from department? Entire department? Other faculty in building? DIMAs? Do all have Bb training? 6. AKO accounts: Will your course have non-Army students who need an AKO account? If yes, get our detailed instructions on contacting your non-Army students with instructions on AKO account creation. You will be the sponsor and must approve their AKO account requests prior to their access to JAGU. You must initiate contact with these students weeks ahead of your course to ensure all accounts are created. 7. Will you have Bb exams? If so, discuss strategy with ETDL, and also get our Bb exam instructions. 	ETDL- Caila Motto	CM / Education Technician
5 Weeks	1-Jul-19	<p>Complete travel arrangements for all guest instructors.</p>	CW2 Hayes	CM / Education Technician
		<p>Reserve Rooms (Billeting) for guest instructors. The lodging desk can handle much of this. For VIPs (O-6 and above or civilian equivalent), however, you'll need to make arrangements with Ms. Bell-Bailey, the CG's Executive Assistant. Ms. Bell-Bailey controls a number of the large suites. Start your coordination with the lodging desk and they will help you coordinate from there.</p>	Lee Ann Stratton or Shea Michie	CM / Education Technician or Don Dudley
		<p>Submit Instructor / Guest Speaker Qualifications List for CLE. The format is located at O:Public>Academic Forms & Instructions\Law Faculty. We need their title, full name, degrees & current position. This information is critical because the information must be submitted to the States for CLE.</p>	Linda Cuffee	CM / Education Technician
		<p>Coordinate Course Evaluation with the Dean's Office. We use Survey Monkey, an online survey system.</p>	Tammy Kern	CM / Education Technician
		<p>Email student welcome memos. The Email list is generated from ATRRS. Ask CW2 Hayes or Mr. Dudley for the current excel spreadsheet for the course. Forward any returned Emails to CW2 Hayes for update by the local ATRRS quota manager who registered the student. Receipt of the Welcome Memo is essential to both the School and student. Student will be made aware of critical administrative policies from the School such as the appropriate duty uniform or proper civilian attire prior to their arrival.</p>	CW2 Hayes	Education Technician

4 Weeks	8-Jul-19	<p>Request CG / Dean to Open Course. Send an e-mail coordinating this to the CG's Executive Assistant to determine if the CG is available on the date of your course. If the CG is not available, contact the Dean's Executive Assistant to ensure the Dean is available. If the Dean is not available, notify your Department Chair immediately because they will be the backup.</p>	Tammy Kern	CM
		<p>Coordinate with ETDL. 1. If your course has non-Army students, email them with instructions on requesting an AKO account with you as AKO sponsor. See ETDL for instruction documents. 2. Finalize the scroller design with ETDL (if you will use scroller). 3. Begin populating the course with folders/documents/announcements. 4. Finalize with ETDL the date you desire the course be made "available" to students on Bb.</p>	ETDL- Caila Motto, Danielle McGuffin	CM / Education Technician
		<p>Submit requests for Alumni Association funded gifts (guest speaker gifts, luncheons, etc.) thru the Dean's office for approval. The Dean's office will staff the approved requests thru the CJA & COS for signatures. Remember to allow time for engraving (Jefferson Cups) if necessary.</p>	Tammy Kern & CW2 Hayes	CM
		<p>Make arrangements for Icebreaker to include approval to serve alcohol if event is on the TJAGLCS grounds. The CJA is the point of contact for requests to the CG for serving alcohol.</p>	CJA	CM
		<p>Request VI Support (e.g., VTCs; taping of classes; signed speaker release form; classroom support). Please fill out and submit a VIOS Support Request for items needed (http://www.vios.army.mil)</p>	VIOS	CM / Education Technician
		<p>Request Graphics Support (e.g., Class signs; PowerPoint class logo; T-Shirt Design).</p>	ETDL- Danielle McGuffin / G6	CM / Education Technician
		<p>Request/Order Supplies</p>	NA	CM / Education Technician
				<p>Submit Course Reference Book with NAME OF COURSE ON SPINE OF BINDER. Include: 1) Bulleted list, if ANY, of changes since initial briefing at week 9 with Dean, 2) Student roster & agency breakdown, 3) block schedule, 4) the signed POI, 5) previous signed AAR & POI, 6) guest speaker bios, and 7) opening remarks. NOTE: If you had changes, schedule an <i>additional</i> briefing with Dean when submitting Course Reference Book.</p>
<p>Coordinate BIO/Intro for Guest Speakers Schedule office calls for guest speaker(s) with Dean/CG, if appropriate. Office calls for the Dean are scheduled with the Dean's Admin. Assistant; office calls for the CG are scheduled with the CG's Executive Assistant.</p>	NA			CM / Education Technician

3 Weeks	15-Jul-19	<p>Schedule Luncheon (Optional). If you have a guest speaker, you may schedule a luncheon for them at the Darden School of Business (Abbott Center Dining Room) (243-9982) (HaymansT or QuarlesP @darden.virginia.edu). You MUST make the reservation early. The Darden School often has large conferences that make it impossible to fit us in. If you make a reservation, please make sure you honor it or cancel it as far in advance as possible.</p>	Mr. Haymans or Mr. Quarles at Darden	CM
		<p>Request Reserved Parking, if required. Ms. Bell-Bailey in the CG's office controls access to the numbered guest parking spaces. Spaces 2-4 in the front circle, are for GOs & SESs; spaces 6-20 in the first section of the parking lot are generally reserved for other VIPs (O-6 and above). For other guest/speaker parking passes (X2 parking), see the Mr. Dudley. Remember, anyone staying in our billeting will automatically get an X2 pass.</p>	Education Technician / Don Dudley	Education Technician
2 Weeks		<p>Send your final Course Schedule to the CG's Executive Assistant (Ms. Bell-Bailey), and the Associate Dean for Students.</p>	NA	Education Technician
		<p>Food Trucks. Check with the Associate Dean for Student to ascertain whether a food truck can be scheduled during your course. If no truck is already scheduled, reach out to your choice and schedule. Immediately notify the Assoc. Dean AND Mr. Colburn (who will coordinate with AAFES & the UVA Guards).</p>	LTC Anderson	Assoc. Dean for Students
		<p>Coordinate with ETDL. 1. Ensure the course has announcements and materials ready for student view. 2. Coordinate with ETDL to make the course available for student access. If the scroller option will be used, have ETDL launch the image on JAGU homepage. 3. Send email to all students with the course enrollment instructions. See ETDL for instruction documents.</p>	ETDL- Caila Motto	CM / Education Technician
		<p>Prepare or gather all materials for Course Bulletin Board. Setup Boards Outside Classroom – this cannot begin prior to 1300 hours on Friday Afternoon. If you are in Decker Auditorium, there should be rolling bulletin boards in the Atrium for your use. Do NOT remove the Graduate or Basic Course bulletin boards! If you are using Room 130 or 132, coordinate with the Mr. Dudley to determine the appropriate bulletin board to use. You may need to use a rolling bulletin board. You may also want to consider using a 70" electronic bulletin board. Coordinate with G6 to do this.</p>	Don Dudley	Education Technician
		<p>Coordinate with ETDL. 1. Confirm the course is operational with all announcements/materials available for student view. 2. Check course user roster to ensure students are accessing the course, and that all enrollees are authorized to be in the course. 3. Send final email to students explaining that final coordination/communication will be through Blackboard.</p>	ETDL- Caila Motto	CM / Education Technician
		<p>Set-up Classroom This cannot begin before 1300 on Friday Afternoon.</p>	NA	CM

1 Week	29-Jul-19	<p>Prepare Registration Materials (Datasheets, Signage, tables, etc.) – Setup cannot begin prior to 1300 hours on Friday prior to the course.</p>	NA	CM / Education Technician
		<p>Prepare/Forward Dean's Welcome Remarks. Send these via e-mail to the Dean's AA. Make sure to highlight the key points that you want the Dean to emphasize so that his remarks fit into your theme for the course.</p>	Tammy Kern	CM
		<p>Mr. Dudley will put down "Reserved" parking signs and send email reminder School wide if substantial reserved parking being used. Spaces 6-13 have "flip down" signs. Mr. Dudley will take the pin out and lower the sign. This will be done late on Friday Afternoon.</p>	Don Dudley	Don Dudley / Education Technician
		<p>Mark "Reserved" seating. Seats should be reserved in the back of the main classroom for the CG, the Dean, or other VIPs so that they can come in and out to observe the class.</p>	NA	CM
		<p>Get Student X2 and "blue-lot" parking passes from Ms. Cuffee. We have very limited X2 spaces for short courses when the Grad Course is in session because of the size of the course (we have more during the summer when the Grad Course is not in session). Blue lot passes are free.</p>	Linda Cuffee	Education Technician
		<p>Assign a qualified JAG School Professor to proctor the PR Tape & manage the Sign-in Sheets. For CLE purposes, this individual must be a JAG School professor & must be prepared to answer questions, or get the individual with questions to the PR instructor in either ADA or ADC. A PR Sign-in sheet form is located at O:Public>Academic Forms & Instructions>CLE. A copy of the signed form must be given to Ms. Cuffee for CLE credit. The PR outline is also located on the I drive, <u>copies must be provided to the students attending the instruction.</u></p>	Linda Cuffee	CM
		<p>Get volunteers to assist with course registration on Day 1</p>	NA	CM
		<p>Meet with G6 personnel for final check. This is especially critical in Decker Auditorium, Room 130, Room 132, and Room 134 since there are some unique procedures/equipment in that facility. <u>CRITICAL: Request Instructor log-in CAC while meeting with G6.</u></p>	G6	CM
		<p>Prepare CM opening slides (admin details). You should have standard Course Management Briefing slides & notes in your department. These will address all administrative & policy issues in a way that is uniform & accurate. You may add additional slides unique to your course.</p>	Mr. Lescault	CM

Week of the Course	5-Aug-19	<p>Open Course/Admin. Announcements - include JAGU/Bb announcements. JAGU/Bb 1. Explain how to enroll in the course (for those who have not yet done so). Inform students that all electronic communications during the course will be through Bb & associated emails. 2. Remind students how to reenter the course through the MY COURSES tab. 3. Explain how to download materials from the course. 4. Inform students that the Bb course will remain open for XXX days (normally no longer than 30 days) after the last day of the course. This will allow students to download materials after their return home, and allow for post-course issues/information. <u>Keep alert for access issues:</u> Are students having wireless connectivity issues (G6 issue)? Can they get on the wireless but not the JAGU site (ETDL issue)? Keep ETDL informed of issues you see.</p>	<p>ETDL- Roger Richardson, Humberto Gonzalez</p>	<p>CM</p>
		<p>Review & Correct Datasheets (Registration). These must be corrected immediately & returned ASAP. The datasheet is key to the entire student management process. The importance of accuracy in this document cannot be overstated. You must get the datasheets to your Ed. Tech. early on Monday morning so that corrections can be entered into the database. The Ed. Tech. must enter all of the corrections & get the hard copy forms to the CLE Administrator & Registrar NLT COB Monday. This is critical to both Registrar and CLE processing.</p>	<p>Don Dudley / Linda Cuffee</p>	<p>Education Technician</p>
		<p>Collect Orders that Need Endorsing. These are orders from other services or agencies that require verification that the student attended the course. Army orders do not need verification of attendance.</p>	<p>NA</p>	<p>CM</p>
		<p>Post Nonavailability Number (Billeting). Some services or agencies require a nonavailability statement on orders.</p>	<p>Lee Ann Stratton or Shea Michie</p>	<p>CM</p>
		<p>Turn-in sign-in sheets for Professional Responsibility . It is essential that this form be turned in ASAP. The CLE Manager must match student names & enter these CLE hours by hand into the database. To ensure CLE documents are ready by Thursday, this form must be filled out & turned in promptly!!!</p>	<p>Linda Cuffee</p>	<p>CM</p>
		<p>Turn-in Teaching CLE Request Form for Guest Instructors (if necessary) to Ms. Cuffee. Guest and TJAGSchool faculty may be able to receive CLE credit from their state for teaching. Forms to request this credit are at O:Public>Academic Forms & Instructions>CLE. Please request this credit during the course!</p>	<p>Linda Cuffee</p>	<p>CM</p>
		<p>Coordinate Signing of CLE with the CLE Manager. The signing party is normally done on Thursday. Ms. Cuffee will notify you regarding appropriate announcements about when the signing will occur, which states have to pay, etc. Please provide her with a table and chair for the "party".</p>	<p>Linda Cuffee</p>	<p>CM</p>

		<p>Provide IMMEDIATE notification to the Dean's Office of any student absences or potential absences from class. Remember the policy -- Department Chairs can approve up to 2 hours of absence per student (total). Anything more than 2 hours requires that the individual provide an e-mail or fax from their supervisor (whoever is paying for the travel) indicating that they are aware of the absence & they recommend approval. The request then must go through the chain to the Dean for approval. Ensure you notify the Registrar and CLE Manager of ANY absences (SPECIFY which hours were missed on what day) because the absence affects the documents that they are preparing for you.</p>	<p>Tammy Kern / Linda Cuffee / Don Dudley / Moe Lescault</p>	<p>CM</p>
		<p>Pick up Certificates of Attendance and CLE Documents. These will be completed Thursday afternoon by the CLE Manager & Registrar. Remember, these are based on the data on the data sheets.</p>	<p>Don Dudley</p>	<p>Education Technician</p>
		<p>At the end of the week, prepare Course ZIP File on Friday afternoon and link it on JAGU. See ETDL if you need assistance.</p>	<p>ETDL- Caila Motto</p>	<p>CM / Education Technician</p>
		<p>Course Evaluations. Students will receive an e-mail from SurveyMonkey & Mrs. Kern with access to the survey during the course. Students should be reminded that we do read and use their input to shape future iterations of a course.</p>	<p>Tammy Kern</p>	<p>CM</p>
		<p>Mr. Dudley will raise the "flip Down" reserved parking signs after departure of the guest speaker as soon as the space is no longer needed, but no later than Friday immediately after the course leaves.</p>	<p>NA</p>	<p>Education Technician</p>
		<p>Take down all "Reserved" parking signs and course board information. This must be done IMMEDIATELY after the course so that the next short course department can utilize the bulletin boards.</p>	<p>NA</p>	<p>Education Technician</p>
<p>Within 2 Weeks After the Course</p>	<p>19-Aug-19</p>	<p>Submit Guest Speaker Thank You Letters / Notes. Templates for Thank You letters are at O:Public>Academic Forms & Instructions>Thank You Examples. Ensure they are reviewed by your Ed. Tech. for format & submitted through the Dean's Admin. Assistant for review. If the Chair did the invite, the Chair will do the "Thank You"....the same applies with respect to the Dean. Additionally, VIPs should be thanked by the CG, coordinate with Ms. Bell-Bailey.</p>	<p>Tammy Kern</p>	<p>Education Technician</p>
		<p>Submit any Travel Vouchers</p>	<p>CW2 Hayes</p>	<p>Education Technician</p>
		<p>Final notes from ETDL on JAGU/Bb 1. Create a zip file of all course materials & place the zip file in the Bb course for student download. Contact ETDL for zip instructions. 2. Work with AV & ETDL on posting course videos, if any, in the Bb course.</p>	<p>ETDL- Caila Motto</p>	<p>CM</p>
		<p>Give guest speakers feedback from the student evaluations. Summary ONLY!!!! Individual Student Evaluations NEVER leave the School!!!</p>	<p>NA</p>	<p>CM</p>

3 Weeks after
the Course

Submit After Action Report. This is a critical document!! Make sure you reflect on what you would like to change/maintain and discuss it with your Department Chair. The Dean will make decisions based on this document, so put some time into it! It is the record of the way the course went and will help determine whether we get better the next time. If you need additional time, please request it from the Dean's office in advance. You need to submit the Course Evaluations with your AAR memo. Schedule an office call with the Dean to discuss your AAR.

Note: Students are allowed a minimum of 2 weeks, following the course, to complete the survey. Closure of the survey can be extended upon request.

**Tammy Kern
Dean**

CM