

## Turnover Procedure

**Instructions:** Go through the following steps. In the process, you will plan and make changes to the curriculum materials and document these changes in the report template below these instructions, create a new google drive folder for next semester, and archive the current semester's materials. Once these tasks are complete, the course has been completely turned over for next semester.

**1. Identify a list of issues.**

Meet and brainstorm opportunities for improvement of the curriculum by (a) recalling issues you observed throughout the semester and (b) going through the course evaluation in detail.

*Action item:* Organize the key identified issues according to the [report outline](#) below (even those you don't plan to address with curriculum changes).

**2. Identify solutions.**

Below each main issue, either (a) brainstorm solutions for the issue or (b) state that you do not plan to try to address the issue with changes to the curriculum. *Tip:* as you brainstorm and settle on solutions, feel free to consult the curriculum / DEI experts described in the sustainability plan.

*Action item:* Settle on final solutions for each issue you plan to address, and document these planned solutions in the [report outline](#) below. For issues you don't plan to try to address with changes to the curriculum, state this below these issues.

**3. Prepare and populate next semester's google drive folder with changed materials**

- a. Create a new google folder for the next semester, titled Spring <next year> 15-996 materials.
- b. Within it, create the folder substructure consistent with the past year (or, if you are proposing changes to that structure, make them)
- c. Populate these folders with *only the course materials that need to be changed, according to the changes proposed in step 2.*
- d. Make these changes to those materials, so they are fully updated for next semester, and sign off in the report below to indicate that you certify the changes are done.

**4. Archive the current semester's materials.**

The goal guiding this task is to ensure that the current semester of the course is replicable by others. With this in mind:

- a. Save the report produced from the [report outline](#) as *changes\_report\_(year)\_Spring* in the directory  
*15-996\_Central\_Repository > NON\_PUBLIC > Changes\_reports.*
- b. Save a PDF copy of the course evaluation, the raw data from the course evaluation (it should already be anonymized), and your IRB training certificates to the directory:  
*15-996\_Central\_Repository > NON\_PUBLIC > (year)\_Spring\_course\_eval*
- c. Create a new folder in the *15-996\_Central\_Repository* directory called *(year)\_Spring*.
- d. Duplicate all core course materials and move the copies into this folder, ensuring that all of the following are removed:
  - All students' survey responses
  - All documents containing student names (e.g., group assignments doc)
  - All scanned readings and downloaded PDFs of readings
  - All comments from students in the margins of documents
  - Any extraneous documents that got produced throughout teaching the class, but are not relevant to replicating the curriculum
- e. Download the entire *(year)\_Spring* folder as a zip file, or alternatively,
- f. Post it on the website on the "downloads" page.

## Report: Summary of issues & plans of action:

Semester (e.g., "Spring 2022): \_\_\_\_\_

Instructors: \_\_\_\_\_

### **Main issue #1:**

Issue description:

Planned solution:

### **Main issue #2:**

Issue description:

Planned solution:

### **Main issue #3:**

Issue description:

Planned solution:

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