

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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