

Essentials of SEM – Spring General Syllabus and Checklist

You may use this calendar and assignment checklist to track your progress in the course. Participants who complete the assignments will earn a certificate from AACRAO.

Calendar Spring

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
February 12	February 13 Orientation start MODULE 1	February 14	February 15 Orientation end	February 16	February 17	February 18
February 19 BREAK (optional)	February 20	February 21	February 22	February 23 MODULE 2	February 24	February 25
February 26 BREAK (optional)	February 27	February 28	March 1	March 2	March 3	March 4
March 5 BREAK (optional)	March 6	March 7 MODULE 3	March 8	March 9	March 10	March 11
March 12 BREAK (optional)	March 13	March 14	March 15	March 16	March 17	March 18 course ends Closing exercises
Course ends You may continue to visit the course site for 1 year after the course end date						

Assignments

All activities are required unless specifically marked “optional”.

	MODULE 1	
Part A	History, Definitions and Core Concepts of SEM	Feb 13 - 18
Part B	Supporting SEM with Linkages	Feb 18 -22
	MODULE 2	
Part A	Promoting Institutional Success by Enabling Effective Strategic and Financial Planning	Feb 23 - 25
Part B	Improving Process, Organizational and Financial Efficiency and Outcomes	Feb 26 – Mar 2
Part C	Promoting Students’ Academic Success by Improving Access, Transition, Persistence, and Graduation	Mar 3 - 5
Optional	What Works in Student Retention	Mar 5 -6
	MODULE 3	
Part A	Creating a Service Culture	Mar 7 - 9
Part B	Strengthening Communications and Marketing with Internal and External Stakeholders	Mar 9 - 13
Part C	Increasing Collaboration Among Departments	Mar 13 -18
	CLOSING EXERCISES	Mar 13 - 18