

Common Canvas Shell – Communication Plan

Alternative Delivery Team

Subcommittee Members:

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Purpose Statement

To create a student-centered and faculty focused common course shell.

Stakeholders: Internal

Alternative Delivery Committee: Create subcommittee including members of alternative delivery as well as other relevant faculty/staff.

Department Chairs and Program Coordinators: Review, provide input, and solicit department faculty for feedback.

Technical Support: Provide support for the transition to common canvas shell and participate in planning to identify potential barriers

Leadership Team: Provide support

Faculty and Staff: Review and provide input under guidance from department chairs and program coordinators

Students: Provide feedback as consumers

Timeline

Dates	Task	Status
September 2022	Launch Common Canvas Shell subcommittee (branch of Alternative Delivery Committee)	Complete
October 2022	Develop Communication Plan Identify LMS best practices	Complete Meeting – 11/3
November 2022	Create first draft of common canvas shell	Complete
December 2022	Present canvas shell to department chairs and program coordinators at DC/PC meeting on December 2 nd . Department Chairs and Program Coordinators solicit faculty in individual departments for input	
January 2023	Faculty/Committee brainstorming session - days of responsibility Committee revises first draft based on faculty input	
February 2023	Revised draft presented to Department Chairs and Program Coordinators at DC/PC meeting on February 3 rd	
March 2023	Select Spring late start course roll-out Student user input at end of course	
April 2023	Final design released to faculty	
Ongoing	Faculty support/training	
June 2023- July 2023	IT-support canvas shell distribution Continued support for faculty using shell over summer	
August 2023	Training as needed Fall 2023 - implementation	

Gathering Information and Reporting

1. Best practices research: the subcommittee will review resources and literature to determine and support common learning management system practices that support student success. Two of the key objectives are consistency and accessibility. Resources will be shared amongst the alternative delivery committee and department chairs and program coordinators.
2. Faculty input review: Once faculty have reviewed the communication plan, resources, and the common canvas shell course draft, they will have the opportunity to provide feedback to the subcommittee. Faculty input will be reviewed and considered while constructing the final product.
3. Student input review: After adjustments to the common canvas shell have been made as a result of faculty input, a select group of students will be introduced to the common course shell to provide additional input.

Communication Review and Revision

This communication plan is a working document and will be reviewed and revised to accommodate further action.