

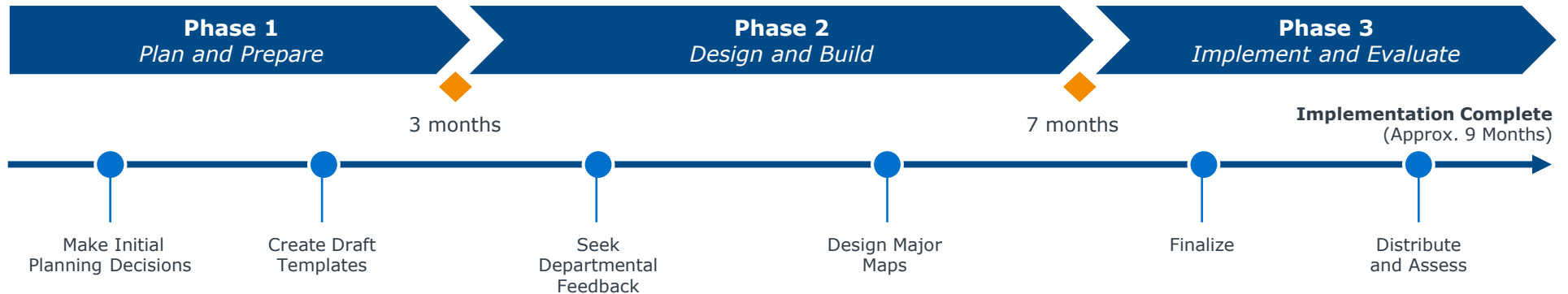


Experiential Major Map Implementation Timeline

- Use this tool at the beginning of the major map development process to set a timeline and communicate process milestones to faculty, advisors, and campus leadership.
- This timeline is an example based on the typical major map development process as described by institutions that have created major maps. Specific dates, milestones, and important roles should be determined by each individual university.

Experiential Major Map Implementation Timeline

Plan the Map Process from Strategic Visioning through to Completion



Activities:

- Select an implementation leader, implementation team, and steering committee
- Determine goals and audiences for experiential major maps, working with steering committee
- Set a timeline for map implementation
- Create an initial draft map template
- Build draft maps for each major

Milestones:

Implementation team plans map process
Project staff create draft maps

Activities:

- Work with a graphic designer to create a final major map template; the steering committee should approve the final template
- Request edits to draft major maps from academic and non-academic units *or* collect information using a feedback form
- Seek feedback from student focus groups
- Send maps to departments for sign off on academic content for each program

Milestones:

Designer creates final map template
Departments provide academic information
Departments sign off on content

Activities:

- Finalize and edit each major map
- Distribute maps to faculty, academic advisors, admissions, career services, etc.
- Provide guidance on how faculty and staff should use the maps with students
- Distribute maps to students in print and online form
- Steering committee and implementation leader develop a plan for updating and assessing major maps each year

Milestones:

Team completes final maps
Committee develops an update plan

Phase 1: Plan and Prepare

Create Implementation Plan and Begin Drafting Experiential Major Maps

Make Initial Planning Decisions



Set the Strategic Vision for Major Maps

Month 1

- Set an implementation leader and steering committee
- Decide the intended audience(s) for major maps, such as prospective students, current students, and/or parents
- Determine the experience categories that will become the first column of the major maps
see Tool 1
- Announce the project to the campus community
see Tool 2
- Create a detailed implementation timeline



Who Is Involved

- Implementation Leader
- Steering Committee
- Project Champion, *e.g. Provost*

For more information on roles, see the toolkit section on Roles and Responsibilities

Create Draft Templates



Gather Easily Available Information to Create Map Drafts

Months 2-3

- Project staff gather information from the course catalog, departmental webpages, the career center, and student affairs.
Information can be stored in a shared document or spreadsheet before entering it into the major map template.
- Determine sequence of recommended career development steps (e.g. submit resume to career services for review, complete a practice interview, meet with an alumni mentor, etc.)
- Use the major map template to create draft versions of each major's map
see Tool 1



Who Is Involved

- Implementation Leader
- Project Staff

For more information on roles, see the toolkit section on Roles and Responsibilities

Phase 2: Design and Build

Confirm Content and Finalize Design for Experiential Major Maps

Seek Departmental Feedback



Collect Information from Campus Units

Months 4-7

- Contact academic and non-academic units for information on coursework, co-curricular activities and resources, and student outcomes that will populate maps
- Send draft maps to campus units and request that they add relevant experiences or edit based on departmental priorities see *Tools 3 and 4*
- Alternatively, ask faculty and staff in relevant campus units to draft content for maps. *It is typically faster and simpler to draft content first and send it to units for review.*
- Populate the maps as faculty and staff return information



Who Is Involved

- Implementation Leader
- Project Staff
- Department Chairs
- Campus Leaders

For more information on roles, see the toolkit section on Roles and Responsibilities

Design Major Maps



Customize Major Map Design

Months 4-7

- Graphic designer creates a major map template that meets institutional branding and style guidelines and complements the major map strategic vision see *Tools 1 and 8*, [How to Build an Experiential Major Map](#)
- Meet with student focus groups to ensure their needs and opinions are captured in the design and content see *Tool 6*
- Seek feedback from popular employers see *Tool 7*



Who Is Involved

- Implementation Leader
- Steering Committee
- Graphic Designer

For more information on roles, see the toolkit section on Roles and Responsibilities

Phase 3: Implement and Evaluate

Release Major Maps and Plan for Future Updates

Finalize



Edit Major Maps for Polish and Consistency

Month 8

- Complete a final edit to ensure that each map is accurate and consistent
- Seek feedback on accessibility from Disability Services, Office of Diversity and Inclusion, and similar campus offices
- Seek final signoff on major maps from academic departments



Who Is Involved

- Implementation Leader
- Campus Leaders
- Project Staff

For more information on roles, see the toolkit section on Roles and Responsibilities

Distribute and Assess



Introduce Maps to Campus and Create Sustainability Plan

Months 8 and 9

- Announce the maps to campus, including instructions on how faculty and staff should use them with students and training for academic advisors
- Provide students with both electronic and paper maps
- Create a system for collecting and implementing yearly experiential major map edits from departments
See Tool 8
- Design a major map assessment plan



Who Is Involved

- Implementation Leader
- Steering Committee
- Project Staff

For more information on roles, see the toolkit section on Roles and Responsibilities



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