Course Revision

Thinking of revising your course? Academic Technology and Faculty Engagement is here for support. We will offer a stipend of $1500 for faculty revising their courses that meet these criteria:

- 3 years have passed since the original development of the course
- Your revision will result in a change of 50% or more of the content within the course. Please contact Distance Learning with any questions.

Revision Process

1. **Schedule** initial meeting (mandatory for grant applicants; optional for non-grant assistance) with an Instructional Designer.
   - Sarah Asher | sarah.asher@uky.edu | (859) 257-8239
   - Marshall Herbst | marshall.herbst@uky.edu | (859) 257-1633
   - Tia Williams | tia.williams@uky.edu | (859) 257-8642

2. **Attend a meeting** with an Instructional Designer to talk about your course and learn about available DLP services and resources. If you have a copy of your draft syllabus, please bring it to the meeting. We will discuss:
   - Goals for your course
   - Timeline for course revision
   - Appropriate technology and usage based on your course objectives
   - Online library and media resources.

3. **Submit** the online Distance Learning course development contract to request grant funding to assist with revising your online course. Limited grants are available on a first-come, first-serve basis.

4. **Submit your draft syllabus.** Your syllabus should include the SACS syllabus requirements for distance learning courses.

5. **Receive** an email notifying you on the status of your grant request (approved or rejected). ITS offers consultations services for both grant and non-grant recipients.

6. **Begin revising your course.** Review the Course Development Standards to assist you with course design. Use our online resources to help with developing your course.
7. **Contact us for support.** Contact us whenever you would like guidance with course development. We are also available to demonstrate different technologies. Feel free to email Marshall, Tia, or Sarah to schedule a time.

8. **When your revised course is taught for the first time,** we will apply the course development standards to review your course.

9. **Contact us with any questions or concerns during the delivery phase.** When you are teaching the course and have any concerns or issues with the delivery phase, contact us and we will be glad to help.

10. **Attend a follow up meeting.** If your grant request was approved, attend a follow-up meeting to discuss your course review and to initiate payment for the development funding (payment window will open at the end of November or April). Non-grant recipients may optionally choose to attend a follow-up meeting to discuss their course review.

11. **Complete our Survey.** We would like to hear about your experience with developing and teaching your course so we continue to work on improving services and support for faculty.