Course Approval Process

The Course Approval Process consists of completing the necessary steps to get your distance learning course revision approved by the university. The approval process for distance learning courses follows the same process as approval for new courses or changes to existing courses. Follow the policies and procedures for your own department and college to gain approval to revise your existing distance learning course.

The directions for using eCATS are provided below; please be aware that in some colleges only certain department representatives are designated to use the eCATS system.

1. Log into myuk.uky.edu.
2. Click on the Enterprise Services tab at the top of the screen
3. Click on Workflow sub tab
4. Select eCats (Curricular Proposal), on the menu to the left
5. Within the body of the page, within the course requests, select Curriculog hyperlink
6. Log in with your linkblue, at the upper-right-hand of the page

For further guidance, see the Curriculog FAQs, or visit the University Senate Curriculog page:

https://www.uky.edu/universitysenate/curriculog

Once your proposal has been entered into the Curriculog system, it will then be evaluated and approved by the following committees before it can be scheduled for distance learning delivery:

1. Department Chair
2. College Curricular Committee
3. Undergraduate, Graduate, and/or Health Care Colleges Councils
4. Senate Council
5. Faculty Senate

Once you have received written approval from the Senate, you will be able to schedule your revised distance learning course.
Online Course Revision Process

The Course Revision Process involves working with our instructional design team to redesign and implement your course. The distance learning course revision stipend is available to faculty whose distance learning course meets these criteria:

- 3 years have passed since the original development of the course
- The revision will result in a change of 50% or more of the content within the course

1. **Contact** one of the Academic Technologies & Faculty Engagement Instructional Designers, or the Distance Learning Manager to schedule an initial meeting.
   - Miranda Hines (Distance Learning Manager) – miranda.hines@uky.edu – (859) 257-8218
   - Sarah Asher – sarah.asher@uky.edu – (859) 257-8239
   - Marshall Herbst - marshall.herbst@uky.edu – (859) 257-1633
   - Tia Williams – tmwi225@g.uky.edu – (859) 257-8642

2. **Attend** a meeting to discuss your course and learn about available Distance Learning 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, and appropriate technology and usage based on your course objectives.

3. **Submit** the Revision Proposal Form and your draft syllabus.

4. **Begin** revising your course. Review the [Course Development Standards](http://www.uky.edu/elearning/) to assist you with course design. Use our [online resources](http://www.uky.edu/elearning/) to help with revising your course.

5. **Contact** us for support. Contact us whenever you would like guidance with course revision. We are also available to demonstrate different technologies.

6. **In the first three weeks of the revised course being taught, submit Course Revision Funding Form.** After you submit this form, we will also apply the course development standards to review your course.

7. **Receive your Budget Transfer:** You and your budget officer will receive an email that contains the Budget Transfer (BT) number.

8. **Complete our Survey and attend an option follow up meeting** to discuss the changes made to your course. We would like to hear about your experience with revising and teaching your course so we can continue to work on improving services and support for faculty.