Course Approval Process

The Course Approval Process consists of completing the necessary steps to get your course approved for distance learning 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 for a new distance learning course, or to add the distance learning option to an existing 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.

Once you are in the Curriculog system, for further guidance, visit the University Senate curriculog page.

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

If you have questions, feel free to check the FAQs here.

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 distance learning course.
Course Development Process

The Course Development Process involves working with our instructional design team to design, develop, and implement your course. The Course Development Process is outlined below:

1. **Schedule** initial meeting (mandatory for grant applicants; optional for non-grant assistance).
   - Sarah Asher | sarah.asher@uky.edu | (859) 257-8239
   - Miranda Hines (Distance Learning Manager) | mhines@uky.edu | (859) 257-8218
   - 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 award funding to assist with creating your new online course. Limited awards 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 award request (approved or rejected). ITS offers consultations services for both award and non-award recipients.

6. **Begin developing your course.** Review the Course Development Standards to assist you with course design. Use the Online Faculty Toolkit to help with creating 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.

8. **When your new online 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 award 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-award 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.