



# PIKES PEAK

COMMUNITY COLLEGE

## ONLINE COURSE REDESIGN APPLICATION

### GENERAL GUIDELINES FOR ONLINE COURSE REDESIGN, REVISION AND UPDATES:

Semester **updates** and **revisions\*** are considered to be part of normal faculty workload duties (*See EP 220*), and shall not be normally compensated unless prior written approval from the Vice President of Instruction is given. Both full-time faculty and part-time adjunct instructors must have prior approval by the Department Chair, Associate Dean, Dean and eLearning Director before a **full course redesign** can begin. (*See EP-171 Appendix A*)

### ONLINE FULL COURSE REDESIGN PROCESS:

This application will be completed and approved at least six months before development begins. A course designer from eLearning will be assigned to collaborate closely with the faculty subject matter expert (SME\*\*) on the proposed course. (*See EP-171 Appendix C*)

All faculty/instructors will be compensated at the non-instructional rate, and the completed work must be verified by the program’s Department Chair, Associate Dean, and Dean. All faculty/instructors involved in a full course redesign must keep and submit a time sheet with dates, times, and development activities within the fiscal year to their instructional division. Basic tasks for a full online course redesign are outlined in Appendix D of EP-171, and all courses are expected to adhere to the PPCC Standards for Online and Hybrid Courses, which is Appendix B of EP-171. Faculty may not use scheduled office hours for development. Online courses cannot be offered or scheduled until all approvals have been reconciled. Faculty do have the opportunity of using online course development as part of their Service to the College – without compensation.

### INSTRUCTOR INFORMATION:

Name: \_\_\_\_\_

Department: \_\_\_\_\_ Faculty Status: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

### COURSE INFORMATION:

Course Title: \_\_\_\_\_ Course Number: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

Intended Delivery Start Date: \_\_\_\_\_

Proposed Development Period: (*circle one*) July – December 20      January – June 20

1. Please provide a description of the intended full course redesign for this course: *(See EP 171 Appendix A)*

2. Please provide the reasoning for the requested online full course redesign:

3. Is this course currently in the PPCC Catalog? Yes \_\_\_ No \_\_\_

If no, has this course been approved by CIP? Yes \_\_\_ No \_\_\_

4. Is this course found in the **Common Course Numbering System**? Yes \_\_\_ No \_\_\_

5. Have you taught online before? Yes \_\_\_ No \_\_\_

If so, where and for how many semesters?

6. Have you completed the eLearning Boot Camp? Yes \_\_\_ No \_\_\_

Date: \_\_\_\_\_

7. Any other online teaching training? Yes \_\_\_ No \_\_\_

If so, what type and when?

8. Is this course being developed to accommodate a fully online degree? Yes \_\_\_ No \_\_\_

**ONLINE COURSE DEVELOPMENT APPROVAL ROUTING:**

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Faculty/ Adjunct

Date

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Department Chair

Date

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Associate Dean

Date

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Instructional Dean

Date

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Director of eLearning

Date

Note: Payment is based on the level of activity. This activity must also be complete before payment.

The agreed upon hours for this project are: \_\_\_\_\_

The completed activity will be verified and approved by the following **before** payment is submitted to FLAC (check all that apply)

**SIGNATURES UPON COMPLETION:** *(to verify hours and satisfactory completion of full online course redesign for payment)*

Department Chair \_\_\_\_\_

Associate Dean \_\_\_\_\_

Instructional Dean \_\_\_\_\_

Director of eLearning \_\_\_\_\_

Date Completed and Verified: \_\_\_\_\_