Guidelines for Redesign of Online Courses

1. Background/Rationale

CU Online is the Academic Support Unit that supports the schools and Colleges offer online courses/degrees/programs.

CU Online has been providing support to the Schools and Colleges since 1996 with faculty stipends, equipment, training and marketing support. CU Online has always had the policy that they will provide a stipend to a faculty for the development of one section one time of an online or hybrid course. CU online will always provide training to faculty either through the workshops, symposium, or meeting with an individual or department as requested.

As we grow our online degree programs we have received requests for funds to support faculty in the redesign of courses that are already taught online. In an effort to support the School and Colleges improve the quality of their online courses, we have set aside a limited amount of funds to offer faculty a stipend for the redesign of courses that meet certain criteria.

2. What courses are eligible for the Course Redesign grant?

It has always been the faculty’s responsibility to keep his/her course current both in content and design but CU Online recognizes that there are some instances where the stipend support of a course redesign is appropriate.

- The course must have already been developed and offered online
- The course must have sufficient demand and enrollment
- A course will only be eligible one time for a redesign grant, additional sections of that same course are not eligible for a redesign grant.
- If there are multiple sections, only the lead faculty will be compensated for the redesign. The funded course must be made available for additional sections taught online. If the faculty no longer teaches the funded redesigned course, it must be made available for the new faculty teaching this course.
- The course must be fully available within the Canvas LMS
- Proposals shall include a rationale for redesigning the course. Since there are limited funds available, and it is unlikely all proposed course redesigns can be funded, priority will be given to those proposals with the most compelling case and highest likely impact for this investment.

3. Approval

The course redesign proposal must be approved by the department Chair and Dean of the School and College offering the courses.
4. **Development Grants**

   Course redesign costs: $2,000 will be provided to support development and delivery of each new approved course redesign. Faculty may take this as a stipend or have the funds transferred to a development account for any use that would benefit their online teaching. CU Online will provide faculty with technical support and training. The faculty will be required to successfully complete the Online Stills Mastery (OSM) Course and participate in a course peer review. The Peer Review will be conducted no sooner than after the midterm of the first semester the course is offered.

5. **Commitments School or College offering the redesigned course must make.**

   The School/College offering the online course will commit to:
   - Provide CU Online with an estimated class size and number of sections of the course that will be offered each year.
   - Insure continuity of instruction and affirm the intention to offer this course at least once a year for the next five years unless enrollment falls below the breakeven point or curriculum changes result in the discontinuation of this course as part of your curriculum (both campus and online).
   - The School or College is responsible for quality standards and may require specific quality standards. They may designate someone to work with CU Online to develop and implement quality standards and common course elements, if any, for the online course

6. **Commitments CU Online will make:**

   - CU Online will provide faculty with an agreed upon stipend to faculty for course redesign to support them with their redesign of each course. This redesign stipend will be paid on the following schedule: One-half upon completion of course redesign (course completion is to be determined by CU Online or School/College designee) and one-half upon successful completion of Online Skills Mastery (OSM) course and course peer review conducted by a faculty peer chosen by the course developer and approved by the department chair. The Peer Review will be conducted no sooner than after the midterm of the first semester the course is offered and no later than midterm of the following semester
   - CU Online will provide faculty with technical support and training

For further information contact Kim Penoyer 303-315-3697 or Kim.Penoyer@ucdenver.edu
Online Course Redesign Grant Proposal Application

Name and number of the Course to be redesigned:

Contact information of faculty who will be doing the course redesign (Name, title, department, address, phone, email):

Brief Background Narrative: (include an explanation of why this course needs a redesign, the goal of redesign and how you will verify goal has been met. Identify when this course was originally developed/taught online, last time it was offered online, and comment on the relation to unit/college academic plans include: frequency of offering, demand, anticipated enrollment and continued availability of instructor(s)).

Approval Signatures:

_________________________________________________________________________________

Faculty Date

Chair Date

Dean Date