

EP-171 Appendix E(a) – Course Design Application

Originated:

Unknown

Revised:

October 23, 2023

References:

No known Board Policy

Approved By:

Jacquelyn Gaiters-Jordan

Vice President for Instructional Services, Pikes Peak State College

Jacquelyn Gaiters-Jordan
Jacquelyn Gaiters-Jordan (Apr 22, 2024 16:06 MDT)
Signature

04/22/2024
Date

Joseph Miller
Faculty Senate President, Pikes Peak State College

Joseph Miller
Signature

04/22/2024
Date

Benjy Davies
EP Committee Co-Chair, Pikes Peak State College

Benjy Davies
Benjy Davies (Apr 22, 2024 16:15 MDT)
Signature

04/22/2024
Date

General Guidelines for Course Design, 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 instructors must have prior approval by the Department Chair, Associate Dean, Executive Dean, and Dean of Online Learning before a **full course design** can begin (See EP 171 Appendix A).

Full Course Design Process:

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

All SMEs 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 SMEs involved in a full course design 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 course design are outlined in Appendix D of EP 171, and all courses are expected to adhere to the PPSC Best Practices 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 Term/Date:

Proposed Development Period (check one):
(Spring)

July – December (Fall)

January – June

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

2. Please provide the reasoning for the requested full course design:

3. Is this course currently in the PPSC 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
When (approximately)?
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 (ZTC)? Yes No

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

The agreed upon hours for the project are:

(On average = Full Design/redesign = 50 – 60 hours/ Partial redesign = 25 – 30 hours)

Is this project being completed as part of Faculty member's Service to the College (unpaid)?

Yes No

*** Any changes to the agreed upon hours/pay requires a new agreement signed by all parties BEFORE the work is completed.

Course Design Approval Routing:

Faculty/Instructor _____ Date _____

Department Chair _____ Date _____

Associate Dean _____ Date _____

Executive Dean _____ Date _____

Dean of Online Learning _____ Date _____

***THE COMPLETED ACTIVITY WILL BE VERIFIED AND APPROVED BY THE FOLLOWING BEFORE PAYMENT IS SUBMITTED TO FLAC.**

Signatures Upon Completion:

(To verify hours and satisfactory completion of full course design for payment)

Department Chair _____

Associate Dean _____

Executive Dean _____

Dean of Online Learning _____

Date verified as complete by Dean of Online Learning and approved for divisional routing for payment:











EP_171_Appendix_E_a_Course_Design_Application

Final Audit Report

2024-04-22

Created:	2024-04-22
By:	Susi Holmes (Susi.Holmes@pikespeak.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAhRkI0nlMaS6BDa3658o8lCqy4N1ReeBO

"EP_171_Appendix_E_a_Course_Design_Application" History

-  Document created by Susi Holmes (Susi.Holmes@pikespeak.edu)
2024-04-22 - 4:40:17 PM GMT- IP address: 164.47.161.128
-  Document signing automatically delegated to Gary Walker (gary.walker@pikespeak.edu) by Jacquelyn Gaiters-Jordan (Jacquelyn.Gaiters-Jordan@pikespeak.edu)
2024-04-22 - 4:49:23 PM GMT
-  Document emailed to Jacquelyn Gaiters-Jordan (Jacquelyn.Gaiters-Jordan@pikespeak.edu) for signature
2024-04-22 - 4:49:24 PM GMT
-  Document emailed to Gary Walker (gary.walker@pikespeak.edu) for signature
2024-04-22 - 4:49:24 PM GMT
-  Email viewed by Gary Walker (gary.walker@pikespeak.edu)
2024-04-22 - 4:55:17 PM GMT- IP address: 164.47.161.129
-  Document e-signed by Jacquelyn Gaiters-Jordan (Jacquelyn.Gaiters-Jordan@pikespeak.edu)
Signature Date: 2024-04-22 - 10:06:49 PM GMT - Time Source: server- IP address: 164.47.161.129
-  Document emailed to Joseph Miller (Joseph.Miller@pikespeak.edu) for signature
2024-04-22 - 10:06:50 PM GMT
-  Email viewed by Joseph Miller (Joseph.Miller@pikespeak.edu)
2024-04-22 - 10:12:35 PM GMT- IP address: 97.121.171.232
-  Document e-signed by Joseph Miller (Joseph.Miller@pikespeak.edu)
Signature Date: 2024-04-22 - 10:12:42 PM GMT - Time Source: server- IP address: 97.121.171.232
-  Document emailed to Benjy Davies (Benjy.Davies@pikespeak.edu) for signature
2024-04-22 - 10:12:44 PM GMT

 Email viewed by Benjy Davies (Benjy.Davies@pikespeak.edu)

2024-04-22 - 10:15:03 PM GMT- IP address: 164.47.161.128

 Document e-signed by Benjy Davies (Benjy.Davies@pikespeak.edu)

Signature Date: 2024-04-22 - 10:15:13 PM GMT - Time Source: server- IP address: 164.47.161.128

 Agreement completed.

2024-04-22 - 10:15:13 PM GMT