

Faculty Responsibilities for Online Course Revisions/MOU					
Action	Task	Task Description	Workload in hours	Timeline not met Action	Task Completion
Revise Assessments- if applicable	Create an assessment for each objective	The faculty member meets with the instructional designer to revise the assessment for each objective, create the rubric, and timeline for the delivery of the assessments and descriptions.	10	Vice Dean or Designee approves a new timeline	
	Create a rubric for each assessment				
	Create timeline for assessment delivery				
	Finalize assessments description				
Outline Course - Revisions	Create course plan and sessions	The faculty member meets with the instructional designer to discuss the revisions to the course plan, session objectives, readings, and when assessments are due during the semester as applicable.	8	Vice Dean or Designee approves a new timeline	
	Identify specific session objectives				
	Map session objectives to course objectives				
	Identify readings and media for each session				
	Identify when assessments are due				
Develop/ Revise Sessions	Revise session overviews	The faculty member meets with the instructional designer to revise session objectives, specific readings, presentations, activities, discussion questions, identify media, and specific session assessments if any. This task is done for each session created.	80	Course delivery will be postponed to the next semester	
	Identify new readings and create an overview bibliography				
	Create or update PowerPoint or media presentation content				
	Identify new videos or learning objects				
	Create or modify discussion questions				
	Create or update collaborative activity				
	Create or update session specific assessment				
Additional Content and Protocols	Update and Finalize syllabus	The faculty member completes the revised syllabus using the SOE online syllabus template, creates a welcome announcement for the students, supplies a bio with photo, and requests required textbook. The faculty member sends the list of readings to reserves to be approved and	24		
	Create announcements				
	Complete faculty bio				
	Submit required texts to bookstore				
	Submit e-reserves list to library				

		created by the librarian. The reserves list should be sent 4 weeks before the first day of classes.			
Review and Approve Final Course Design	Review content	The faculty member reviews and approves the content as well as the final layout of the course in the ELC	8		
	Approve final layout in the ELC				
Compensation to Faculty					
Total Time Requirement for Course Revision			130 hours		

Faculty Full Name: \_\_\_\_\_

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

Faculty Signature: \_\_\_\_\_

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