Course Refinement Award Application

Award Requested for (DATE): _____FALL _____SPRING _____SUMMER

Name:_____

Email:_____Mail Point:_____

Department/College: _____

Title of Course: _____

Prefix:_____Course Number: _____ How Many Times Offered? _____

Semester of Initial Offering: _____ Average Enrollment: _____

Please attach a brief (no more than 2 pages) description of the course and your course refinement/improvement plan. You must specifically address:

- List of activities to convert course to on-line and estimated amount of hours to accomplish task
- How the proposed refinements will enhance course delivery/effectiveness
- Student Learning Outcomes for the course and how these Outcomes will be assessed.
- If you will be requesting technical assistance from Instructional Media Services, please indicate that and include the Technical Assistance Support form with this proposal).
- Enrollment growth, if applicable (that is, do you expect the refinements to result in enrollment growth for the course, and if so, what enrollments do you project for the future)

Instructional and Media Services: If requesting assistance from IMS, please attach a copy of the submitted Support Form and a budget estimate from David Brodosi (form must be submitted prior to proposal in order to receive quote).

I concur with this Course Refinement Application.

_____

Signature: Department Chair (CAS) Printed Name Date

I concur with this Course Refinement Application

_____

Signature: Dean Printed Name Date

Academic Affairs Use Only

Received On: _____ Review Date:_____ Reviewer:_____

Award: ____Yes _____No _____Further information required

Proposer Notified (date):_____