# Penn State Online

# Course Revision Worksheet

There are many reasons that might lead to the need for an online course revision. This worksheet is intended for use by course development teams to communicate the reasons for a course revision, the specific course items in need of revision, the percentage of revision needed for each course item, the personnel who need to be involved in those revisions, and the total percentage of effort that will be required. This information can then be used to assign the appropriate resources to the course revision project.

*Please complete both Section A and Section B*

Section A: What is the reason for the revision?(Check all that apply.)

* Three-year routine review and/or aging course that needs to be revisited
* Improve web accessibility per University policy ([AD 69](http://guru.psu.edu/policies/AD69.html) and [AD 25](http://guru.psu.edu/policies/AD25.html))
* Respond to feedback from pilot or evaluation (SRTEs, mid-semester evaluations)
* Nature of course requires frequent updates (e.g., due to rapid changes in the field, reliance on current events)
* New instructor/author
* New textbook or elimination of textbook
* Out-of-date content (e.g., lack of recent research findings, no mention of current contributors in the field)
* Out-of-date technology
* Quality issues (e.g., possible copyright issues, multimedia elements lack pedagogical value)
* Unique summer session version needed
* Other (please specify)

Section B: Which course items need to be revised?

Complete the chart shown on the next page as follows:

1. Indicate the parts of the course that need to be revised and, for each, estimate the percentage of that element of the course that needs to be addressed in the revision process.
2. Indicate the personnel that are needed to make these revisions.

NOTES:

The “Overall percentage of revisions needed to improve this course” cell at the bottom of the chart should not be the result of simple addition of the column above it, but rather a judgment of the overall effort that will be needed to revise the course. In other words, that cell tells the reader what percentage of the entire course needs to be revised.

The “Overall percentage of time or number of hours needed to complete course revisions,” however, could be either a simple addition or a judgment of the effort needed. Use whichever method is most meaningful to your process.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Course Item to be**  **Revised or Created** | **What needs to be revised?**  (check all that apply) | | | | **Estimated**  **% to Revise** | **Who needs to be involved?**  (check all that apply) | | | | | **Estimated % of time or # of**  **hours** |
| **Revise/**  **Edit**  **Existing** | **Create New** | **Make**  **Accessible** | **Other\*** | **Faculty** | **ID** | **Multimedia Developer** | **ID Assistant**  **/IPS** | **Other (videographer, programmer, etc.)** |
| **Syllabus/**  **Course Schedule** |  |  |  |  | **%** |  |  |  |  |  | **% or #** |
| **Lecture Content**  (text-based) |  |  |  |  | **%** |  |  |  |  |  | **% or #** |
| **Formal Assessments**  (e.g., exams, projects) |  |  |  |  | **%** |  |  |  |  |  | **% or #** |
| **Informal Assessments**  (e.g., self-check activities) |  |  |  |  | **%** |  |  |  |  |  | **% or #** |
| **Graphic Elements**  (e.g., images, diagrams, illustrations) |  |  |  |  | **%** |  |  |  |  |  | **% or #** |
| **Multimedia Elements**  (e.g., animations, simulations) |  |  |  |  | **%** |  |  |  |  |  | **% or #** |
| **Videos** (e.g., demos, field trips, guest speakers) |  |  |  |  | **%** |  |  |  |  |  | **% or #** |
| **Other** (please describe in the space below) |  |  |  |  | **%** |  |  |  |  |  | **% or #** |
| **Overall percentage of revisions needed to improve this course** | | | | | **%** | **Overall percentage of time or number of hours needed to complete course revisions** | | | | | **% or #** |