

UT Online Guide to the Quality Matters Review Process



I want to submit my course for a Quality Matters Peer Review. What do I do next?

Here is a step-by-step guide to the entire process, including the individuals involved with each step, as well as explanations of the common terms used throughout a Quality Matters review.

Is my course ready for a Quality Matters Review?	
What are the steps?	Who is involved?
<p><i>If this is your first Quality Matters Review:</i> Meet with your instructional designer (ID) to go over the course before you submit it for review. This informal review and discussion with your ID will ensure that the design incorporates many of the Quality Matters standards and confirm the course is ready to be submitted for review. <i>Not sure who your instructional designer is? See Who Is My ID? (http://tinyurl.com/utonlineid)</i></p>	Course Representative Instructional Designer
<p><i>If this is not your first Quality Matters Review:</i> Conduct an informal self-review of your course using the Quality Matters Higher Education Rubric. Confirm that your course has measurable course- and module-level learning objectives present. Seek support from your instructional designer as needed.</p>	Course Representative Instructional Designer
Once you confirm that your course is ready, contact your instructional designer, who will initiate the process with the Quality Matters Coordinator/Course Review Manager.	Course Representative Instructional Designer Course Review Manager
Pre-Review	
The Course Review Manager will submit the Course Review Application to Quality Matters.	Course Review Manager
Once the Course Review Application is approved, QM will send you an email with instructions for completing the Course Worksheet via the MyQM website. You will complete the Course Worksheet and submit it when finished. Your instructional designer or the Course Review Manager can help answer any questions you may have about the Course Worksheet.	Course Representative
The Course Review Manager will assign you a QM Review Site in Blackboard. You (or if you would like assistance, your instructional designer) will copy your course content into the QM Review Site. In the QM Review Site, you will need to remove all student discussion posts and check the availability dates to ensure that all content will be visible to the Review Team (<i>Note: the Review Team will have student-level access to the site</i>).	Course Representative Instructional Designer
The Course Review Manager will review and approve the Course Worksheet.	Course Review Manager
The Course Review Manager will assemble the Review Team.	Course Review Manager
The Master Reviewer/Team Chair of the Review Team will contact you to schedule the Pre-Review Conference Call. The call takes about an hour (often times shorter). The purpose of the call is for you to give a quick overview of the course and allow the group to discuss any questions you or the Review Team may have about the course worksheet, the course, or the QM review process before beginning the review.	Course Representative Review Team
Active Review	
The Review Team conducts the review. This process takes approximately 4 weeks. The Master Reviewer/Team Chair may contact you during the review if there are minor revisions that could be made to the course design in order for a particular standard to be met. Upon completion of the review, the Master Reviewer/Team Chair will submit the Final Report. You will be notified once the Final Report is available. This report will contain all of the recommendations from the review team.	Review Team

Post-Review	
Once you receive a copy of the Final Report, you will be asked to complete the Review Outcome Response form indicating your intentions with the outcome of the review.	Course Representative
<p><i>If your course meets Quality Matters Standards at this time:</i></p> <p>There are no further actions and the review is complete. Your instructional designer can help you to place the Quality Matters Recognition Mark into your course site. UT Online and Quality Matters will display your recognition on their respective websites.</p>	Course Representative Instructional Designer
<p><i>If your course does not meet Quality Matters Standards at this time:</i></p> <p>You will revise aspects of the course for standards that were missed and submit an Amendment Form, indicating the changes that were made to the course. Your instructional designer can help you with the revision process.</p> <p>Once you submit the Amendment Form, the Master Reviewer/Team Chair will review the revisions and approve or return the Amendment Form. If your course meets Quality Matters Standards at this time, there are no further actions and the review is complete. Your instructional designer can help you to place the Quality Matters Recognition Mark into your course site. UT Online and Quality Matters will display your recognition on their respective websites.</p>	Course Representative Instructional Designer Master Reviewer Course Representative Instructional Designer

Frequently Used QM Terms	
Term	Explanation
Amendment Form	A form to be completed if the course does not initially meet Quality Matters Standards, indicating the standards that have been addressed through revisions and specific notes about the changes that were made to the course.
Course Representative	The lead course instructor/developer.
Course Review Application	An application submitted to Quality Matters to initiate the QM Course Review Process.
Course Worksheet	A document completed by the Course Representative with a series of questions about the course design. Serves as a reference for the Quality Matters Review Team.
Final Report	A compilation of the review team's feedback and recommendations.
Instructional Designer	UT Online support staff member. Provides course design support before, during, and after the Quality Matters Review process. <i>Not sure who your instructional designer is? See Who Is My ID? (http://tinyurl.com/utononlineid)</i>
Master Reviewer/Team Chair	The Quality Matters Peer Reviewer who serves as the lead during the review process.
Review Outcome Response Form	A form to be completed at the end of the review, indicating whether you accept the results of the review or intend to make amendments to the course in order to meet Quality Matters Standards.
Review Team	Three (3) Quality Matters Certified Peer Reviewers who will review your course and provide you with valuable feedback and recommendations. The Review Team consists of the Master Reviewer/Team Chair and two Peer Reviewers. At least one of the team members must be an external reviewer (a reviewer who does not work for the University of Toledo), and one must be a subject-matter expert in the subject of the course.
Quality Matters Coordinator/Course Review Manager	Rachel Barnes or Mingli Xiao from UT Online. Coordinates the review from start to finish and guides you along the way.
Quality Matters Recognition Mark	An icon you may place in your Blackboard course site and/or in your course syllabus that indicates Quality Matters Recognition.