



## Do I Need a New Quality Matters™ Review?

- Has it been 5 years since the last review?
- Have you made substantial changes to the course-level objectives?
- Have you adopted a new textbook other than simply moving to a new edition?

**If you answered “yes” to any of these questions, you need a new Quality Matters Review™. Notify the Director of Online Quality Assurance of the need for a new review.**

- Have you started using or stopped using publisher materials?
- Have you made any change to any course- or module-level objectives?
- Have you made any changes in assessment?
- Have you added or deleted any assessments?
- Have you deleted any instructional materials?
- Have you made any structural changes to course design?

**A review may be needed. Contact either the Director of Online Quality Assurance or a member of the Online Quality Assurance Team.**

- Have you made changes that clarify instructions for students?
- Have you added course materials to keep the course current or supplement instruction?
- Have you added innovative technology such as lectures, videos, presentation software, publisher enhancements, etc.? (Remember to get videos captioned.)
- Have you personalized information?
- Have you updated policies? (The Delivery Standards must be upheld.)
- Have you substituted one problem for a different one that is equal in content, such as different numbers in a math problem, etc.?

**Unless it is a master course, you do not need a new Quality Matters™ review! These types of changes show continuous improvement and should be made regularly in your course!**

**If a master course, the lead, working with other faculty teaching the course, makes the changes and passes them on to others.**