Fine-tune Your Plan: Use QM Reporting Tools to Support, Adjust, & Create Your QA Initiative

QM ConnectLX

October 27, 2020

Because I am a _____, I am interested in learning more about reports.

A: QMC at my institution

B: Researcher

C: Administrator

D: Other Role

Session Objectives & Purpose

Session Handout:

- Lists all reports
- Asks for your ideas for report uses

https://tinyurl.com/QMReports

Describe how to locate and prepare both standard and customized reports.

Identify characteristics and information found in various reports.

Brainstorm uses of various reports to support institution quality assurance implementation plans.

Multiple Uses of QM

QM tools and processes were developed for inter-institutional quality assurance.

Current uses include:

- Course development/redevelopment
- Quality assurance of existing courses
- Ongoing faculty professional development
- Focus attention on digital learning policies & steering committees
- Create a campus climate and structure that promotes teaching and learning
- Program or institution accreditation efforts

Continuous Improvement

Standards & process for action, feedback, and revision

Review of instruction supported by ongoing, inclusive Professional Development opportunities

Formalized Self-Review including data analysis

Course review and revision cycles following the QM recommended process & full Rubric

Use of review feedback beyond meeting Standards

Using Reports to Answer Key Questions

Professional Development

How many faculty have completed QM professional development?

Which workshops have individuals completed?

When were specific workshops completed?

Who is registered for upcoming sessions?

Course Reviews

How many and which courses are QM Certified courses?

How many Internal Reviews have been completed?

Which QM standards are most often missed?

Role Holders

How many peer reviewers and master reviewers do we have?

What is the status of each reviewer's or facilitator's certification?

Who are our current APPQMR and IYOC facilitators?

Types of Reports & How They Might Be Used

Session Handout: Lists all reports & Requests your input

Located at: https://tinyurl.com/QMReports

Quality Matters Reports

Handout for "Fine-Tune Your Plan using QM Reports" - QM Connect LX (October 2020)

How to Locate Reports

- Located in MyQM
  - QMCs have access

- Multiple Types
  - Activity Report
  - Training Registrants
  - Custom Reports
  - Individuals Report

- Activity Report ⑦
- Current Institution Training Registrants ⑦
- Custom Reports ⑦
- Faculty Survey Responses
- Individuals Report ⑦
- Stipend Processing Settings ⑦
- Update Institution Profile

Institution Reports

- Provide snapshot overview
- Cannot add dates to customize reports
- Can export to PDF or Excel

Activity Report:

Lists your institution's QM activity

Current Institution Training Registrants:

Lists individuals affiliated with your institution who are currently registered for future QM professional development. (Includes resource site registration)

Individuals Report:

Lists individuals affiliated with your institution and their QM activity.

Individuals Report

Includes:

- Email address, first name, & last name
- QM roles and eligibility status of role
- Courses submitted by individual for review (internal and official reviews)
- Courses reviewed by individuals on review team
- All professional development activity.

All Activity

Export to Excel **Export to PDF**

(Please be patient. Exporting these reports can take a few minutes for large

AT A GLANCE:

Individuals:	540
Individuals Trained:	394
Peer Reviewers:	19
Master Reviewers:	6
Facilitators:	6
Courses Submitted for Review:	87
Closed Submitted Reviews:	93
Self-Reviews	22
Higher Ed QM-Managed	2
Higher Ed Subscriber-Managed	1
Higher Ed Internal Review	35
Higher Ed Subscriber-Managed managed by CRM	32
Higher Ed Subscriber-Managed Recertification by a certified Course Review Manager	1

Custom Reports for QM Components

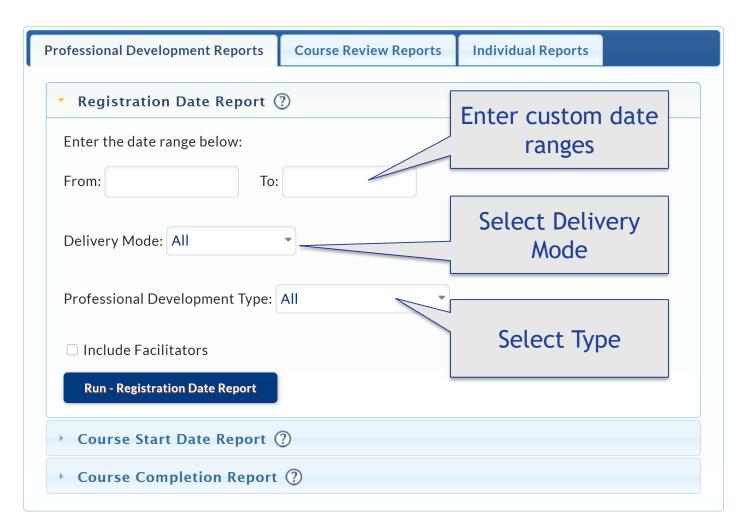**Course Reviews & Rubric Standards**

Professional Development

Individuals with QM Roles

Professional Development Reports | **Course Review Reports** | **Individual Reports**

Registration Date Report ?

Enter the date range below:

From: [   ]   To: [   ]

Enter custom date ranges

Delivery Mode: [All   ▾]

Select Delivery Mode

Professional Development Type: [All   ▾]

Select Type

☐ Include Facilitators

Run - Registration Date Report

▸ **Course Start Date Report** ?

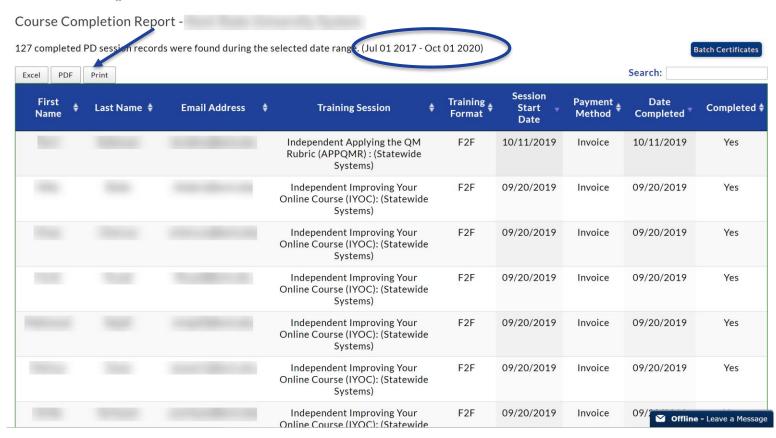▸ **Course Completion Report** ?

Three Custom Report Types

Types of Professional Development Reports

- Registration Date: *Registered Individuals by Registration Date*

- Course Start Date: *Registered Individuals by Course Start Date*

- Course Completion Report: *Displays Individuals by Course Start Date)*

Professional Development: Course Completion Report Example

Types of Course Review Reports

QM Certified Courses

- Lists all formal course reviews sponsored by your institution

Courses Submitted for Review

- Lists courses submitted for review by your institution (filter by type).

Courses Reviewed by Reviewers at My Institution

- Lists course reviews (filter by type) started on or between the date range entered

Rubric Standards Report

- Aggregate report of course review outcomes for all closed course reviews.

Certified Courses Report Example

QM-Certified Courses

QM-Certified Courses - ▨▨▨ University System

33 reviews were found during the selected date range. (Jul 01 2017 - Oct 01 2020)

[Excel] [PDF] [Print]

Batch Certificates

Search: [_____]

Course Name ▲	Course Number	Review Type	Review QM Coordinator	Course Representative	Review Outcome	Start Date	End Date	Certified Date
Accounting Information for Executive Action	EMBA 67032	Subscriber			MetFirst	2019-11-06	2019-12-05	2019-12-05
Accounting/Finance	Certified Business Advisor	QM			MetAmend	2020-07-14	2020-08-12	2020-08-21
Algorithms and Programming I	CS 61002	Subscriber			MetAmend	2017-05-16	2017-07-14	2017-09-06
Biostatistics in Public Health	BST 52019	Subscriber			MetFirst	2019-05-06	2019-06-24	2019-06-24
Business Strategy	MIS 64185	Subscriber			MetFirst	2019-06-03	2019-07-11	2019-07-11
Communicable Diseases	PH 30012	Subscriber			MetFirst	2018-10-01	2018-11-06	2018-11-06
Financial Reporting for Executives	EMBA 67031	Subscriber			MetAmend	2020-04-15	2020-05-21	2020-06-17
Global Conditions and Macroeconomic Policy	ECON 62021	Subscriber			MetAmend	2019-04-10	2019-05-22	2019-06-13
Global Supply Chain Management and Sustainability Strategies	MIS 64026	Subscriber			MetFirst	2019-10-01	2019-11-18	2019-11-18
Globalization and Technology Strategy	MIS 64042	Subscriber			MetFirst	2019-		

Offline – Leave a Message

Rubric Standards Report Example

Rubric Standards Report

There are 26 reviews processed in the results below for [redacted] and the The Quality Matters Higher Education Rubric, Sixth Edition:

21 (81%) out of 26 reviews met standards.
5 (19%) out of 26 reviews met standards after amendment.
0 (0%) out of 26 reviews didn't meet standards.

Excel PDF Print

Search:

Standard	Met	Met Amend	Not Met	Percentage Overall Met	Percentage Met	Percentage Met Amend	Percentage Not Met
1.1 - 1.1 Instructions make clear how to get started and where to find various course components.	26	0	0	100%	100%	0%	0%
1.2 - 1.2 Learners are introduced to the purpose and structure of the course.	26	0	0	100%	100%	0%	0%
1.3 - 1.3 Communication expectations for online discussions, email, and other forms of interaction are clearly stated.	26	0	0	100%	100%	0%	0%
1.4 - 1.4 Course and institutional policies with which the learner is expected to comply are clearly stated within the course, or a link to current policies is provided.	26	0	0	100%	100%	0%	0%
1.5 - 1.5 Minimum technology requirements for the course are clearly stated, and information on how to obtain the technologies is provided.	26	0	0	100%	100%	0%	0%
1.6 - 1.6 Computer skills and digital information literacy skills expected of the learner are clearly stated.	25	1	0	100%	96%	4%	0%

Helping you deliver on your online promise
qualitymatters.org

Role Holders

Examples of Roles:

- Facilitator
- Peer Reviewer
- Master Reviewer
- Course Review Manager

Individuals with QM Roles

- Lists individuals affiliated with your institution that hold a QM role.
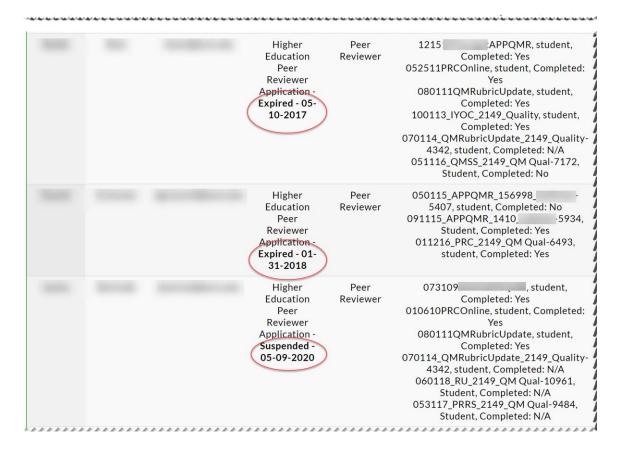- Filter by specific role.

QM Role Holders - Action Required

- Lists all individuals affiliated with your institution with action required in order to maintain eligibility to hold one or more QM roles.
- Shows "Suspended" and "Expired" roles

Action Required Report Example

Suspension = Individual needs to update role application (typically required every year)

Expired = Individual must resubmit role application

Reflection

1. Which of the reports are you most interested in exploring further and why?

2. What other types of reports would you find useful for fine-tuning your QA plan?

Institution Individuals Report

Registration Date Report

Course Completion Report

QM Certified Courses

Rubric Standards Report

Individuals with QM Roles

QM Role Holders – Action Required

Your To Do List:

1. Access the Session Handout at https://tinyurl.com/QMReports

2. Add Your Ideas for how reports are or can be used.

3. Complete the Conference Session Survey.

Quality Matters Reports

Handout for "Fine-Tune Your Plan using QM Reports" - QM Connect LX (October 2020)

Thank you!

More information about reports can be found in the QMC Training site.

My Contact Info:

Beth@LearningEvolutions.com