Pre-Review

Reviewers

After the “MET”

Courses

The Devil is in the Details

Managing Multiple Reviews

By: Ramona Becker
NMSU-Alamogordo

Keep Courses QM'd

- Making sure the QM Certification does not expire

Planner Card Info

- Course Number & Name
- Course Rep
- Date Recognized
- Due Date = QM Expired Cert

Card Labels

- Cohort
- Multiple Courses/Reps
- Pre-Review

Microsoft Teams

- Planner
- QM CRMS

Use Due Date to Build Cohort list

Update at Post-Review

Trigger: QM Review emails – move Card to Buckets

Planner Buckets

- Currently Certified
- Review On Deck
- Review In Progress
- Courses No Longer Taught

Getting It Review Ready

- Get all the pieces ready for the Review Team and start of Review

Planner Card Info

- Course Number & Name
- Sequential Checklist

Excel

- Guest Accounts for Canvas with passwords for integrations

Trello

- Cohort Board
- Team Chair info card for:
  - Review Team
  - Guest Account Login
- Checklist for Payment of Team

Microsoft Teams

- Planner
- Excel
- Trello

Use Template Checklist

Trigger: Canvas Course Request for QM Review from Course Rep

Planner Checklist

- Canvas Course Access
- Guest Account Login Info
- CRMS Steps
- Trello Card Info
- Publisher Integration
- Any other details making the Review start smooth

Putting Together the Perfect Team

- Requesting reviewers for a review and assembling the team

Planner Card Info

- Reviewer Name & Email
- Checklist with Cohort # and Course # (date email sent)

Card Label

- Excellent – Fair
- Team Chair
- Do Not Use
- Sent Team Invite

Microsoft Teams

- Planner
- Outlook
- QM Tools

Outlook

- Invitation Template

QM Peer Reviewer Tool

- Check for Discipline
- Check for Current Certification

Trigger: Email reply from Reviewer

After the "MET"

- Tidy-Up the loose ends
  - Celebrate Success

Planner Card Info
- Course Number & Name
- Sequential Checklist

Excel
- Guest Account Spreadsheet

Trello
- Date Review "Met"
- Move to Review Complete or
- Move to Amendment

Microsoft Teams
- Planner
- Excel

MS Publisher

Trello

Use Publisher Template

Use Planner Template Checklist

Trigger: Email from QM – Review has ended

Planner Checklist
- Canvas Course Details
- Update Reviewer Cards
- Update Course Card
- Social Media Notices
- Communicate with Admin

Creating Quality in Multiple Reviews

Contact Info: Ramona Becker – RLBecker@nmsu.edu

(575) 439-3851

NM STATE ALAMOGORDO