MODELS FOR QUALITY AT SCALE:

HOW TO EFFICIENTLY REVIEW A PROGRAM

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LEARNING OBJECTIVES

1 Explore a process for conducting a modified Quality Matters internal review of a program.

2 Discuss strategies for scaling Quality Matters course reviews in diverse settings.

3 Develop a plan to scale a Quality Matters review at your institution.

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AGENDA

1 Share the process we followed.

2 Small group discussion: *What would this look like in your environment?*

3 Large group share-out.

4 Plan a program review using provided worksheet.

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HOW TO EFFICIENTLY REVIEW A PROGRAM [OUR STORY]

Who
- MSU School of Social Work Program Director
- Professors
- MSU IT Services Instructional Designers

What
- The Program Director asked for QM support in the form of internal reviews for online courses

Where
- Michigan State University

When
- May 2016-May 2017

Why
- Revising objectives to better align to the accrediting body
- SW Program Director sought guidance on Quality Matters to check alignment
- Create a version of each online course to serve as a model

How
- Identified a team of Quality Matters trained Instructional Designers
- Established a review schedule and a process for reviewing each course in pairs
- Check-in meetings and follow-up process to keep communication open

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OUR PROCESS

STEP ONE: ASSEMBLE

Form a team
Organized a team of five Quality Matters trained Instructional Designers

STEP TWO: PLAN

Establish a schedule
Summer 16: 12 courses
Fall 16: 8 courses
Spring 17: 7 courses

STEP THREE: METHOD

Method for review
Pairs of reviewers, department-specific intake form, Google Drive folder

STEP FOUR: CHECK-IN

Check-in points
Check-in meetings with Program Director and with our team

STEP FIVE: FOLLOW-UP

Follow-up process
Follow-up process with professors, director, and team

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PROCESS: ESTABLISH A SCHEDULE

Course	Instructor	Review Date	Primary Reviewer	Secondary Reviewer	Email Sent	1st Review Complete	2nd Review Complete	Consultation Complete	Notes
Course ID	Name/ Email	Date	Name/ Email	Name/ Email	Date	Date	Date	Date	Notes

Make your own schedule using this Google Sheet [template](#).

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PROCESS: WHY USE PAIRS OF REVIEWERS?

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[QUESTIONS?]

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DISCUSSION

What does your environment look like? What would work for you in your setting? What presents a challenge for you?

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WORKSHEET

Create a plan that will work for you!

Questions?
You can email me at:
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