

Models for Quality at Scale: How to Efficiently Review a Program

1. Gather a team

2. Establish a schedule for reviewing courses

 Semester Review

Course	Instructor	Review Due 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	

3. **Method for review** (*Partner reviewers? Reviewer teams? In-take form? Shared documents and storage space?*)

4. **Check-in points**

5. **Follow-up process** (*With instructors, Program director, team, etc.*)

