



COURSE REVIEW MANAGER'S TOOLBOX

7th Annual QM
Conference,
San Antonio, TX

Elizabeth McMahon

- **Co-Coordinator | Minnesota Online Quality Initiative**
- **Online Faculty | Northland Community & Technical College**
- **QM Certified**
 - **Master Reviewer**
 - **Facilitator**
 - **Course Review Manager**



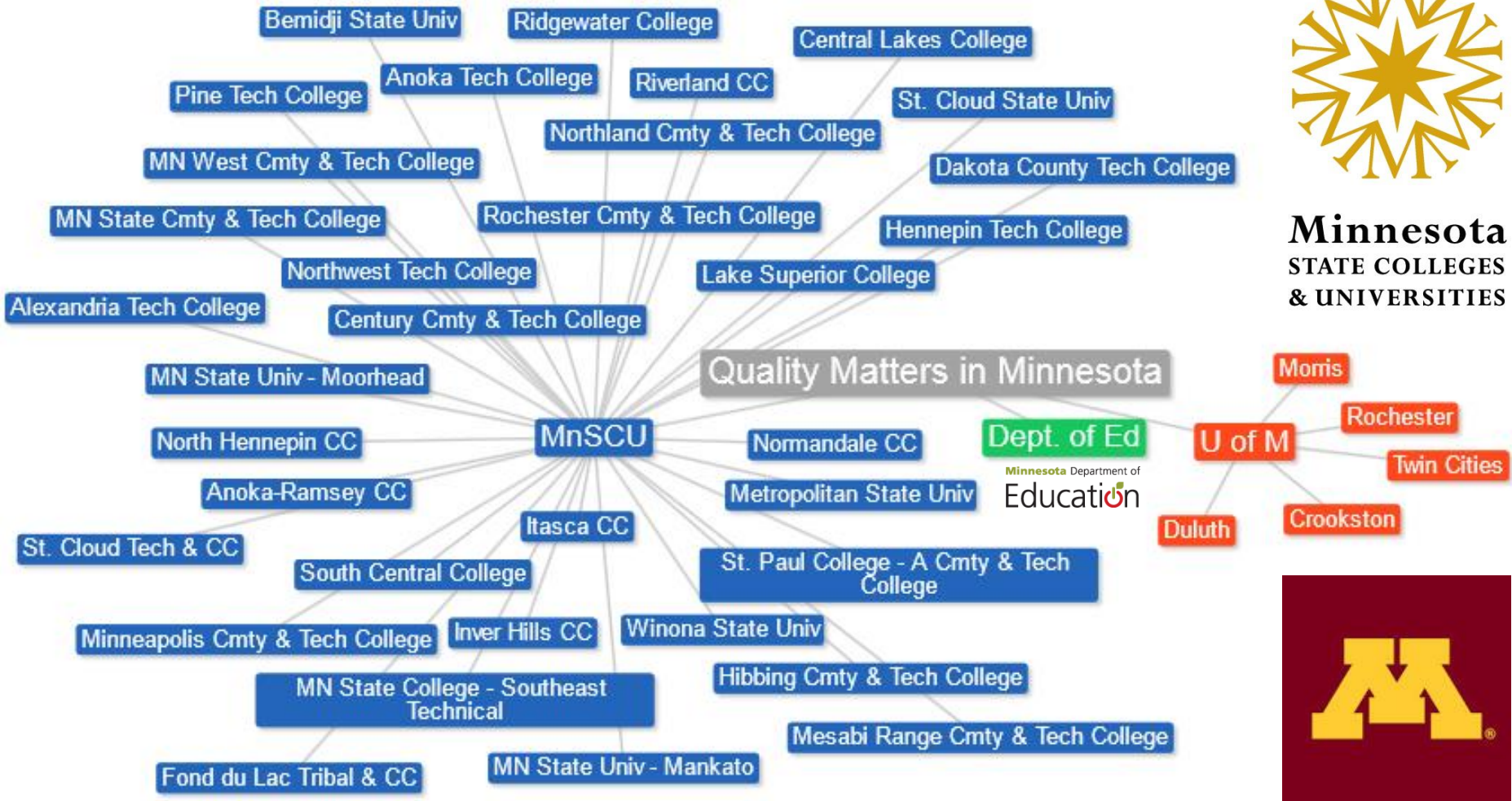
AGENDA

- Quick overview of MOQI & our Subscriber-Managed review process
- The Tool Box: Tools, tips, strategies to manage information, collaborate and improve productivity
- Audience participation: sharing what works





QM AFFILIATE INSTITUTIONS IN MINNESOTA



Minnesota
STATE COLLEGES
& UNIVERSITIES



About Our Peer Reviewers



- Provide recommendations based on QM Standards AND professional experience to improve course being reviewed (per QM policy)
 - Experienced Online Faculty
 - Certified as Peer Reviewers
 - Use QM Standards and Annotations
- Approximately 160 PRs and MRs have participated in formal review of over 500 courses (406 of them subscriber-managed) in last several years.

All of our reviewers are external to the institution – puts more “eyes” on the course.

PEER REVIEW SERVES MULTIPLE PURPOSES



Professional Development

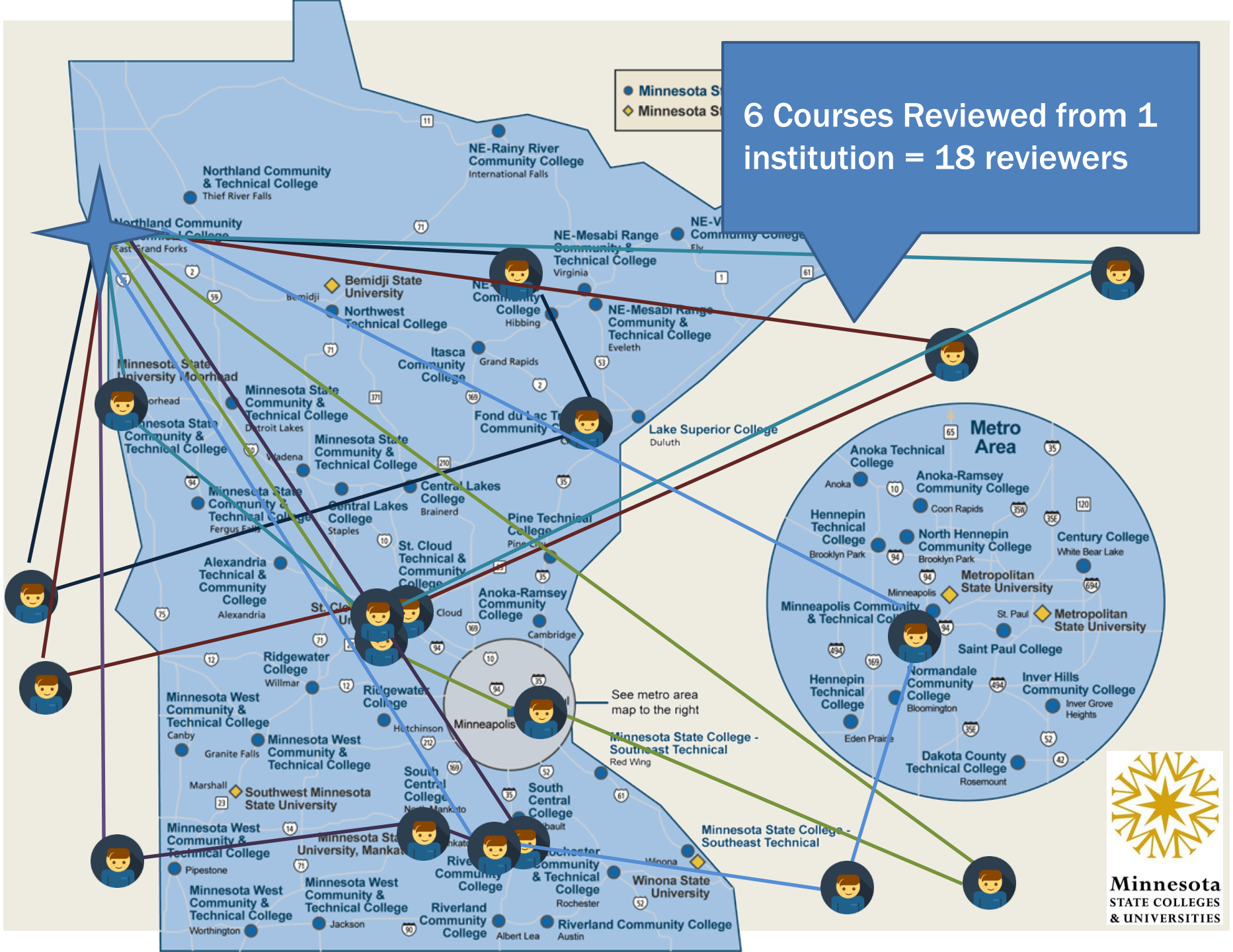
- Learn from other reviewers
- Gain in-depth knowledge of QM Rubric
- Gain leadership experience
- Exposure to what others are doing



Course Improvement

- Reviewers provide feedback to improve the courses of others
- Reviewers improve their OWN courses

6 Courses Reviewed from 1 institution = 18 reviewers





Number of Formal Reviews: 123

Number of Faculty submitting courses: 95

Number of Institutions submitting courses: 21

Number of MnSCU Reviewers: 96

Number of “external” Reviewers: 120

**BY THE
NUMBERS**

**Data
from
FY15**





PATHWAYS TO REVIEW

Formal Course Review

Professional Development Required
Work with Instructional Design Staff
Internal Review
Submit application

Formal Course Review

No Professional Development Required
Work with Instructional Design Staff
Internal Review
Submit application

Formal Course Review

No Professional Development Required
Work with faculty QM mentor or coach
Submit application

Formal Course Review

No Professional Development
No Internal Review
Submit application



REVIEW MANAGEMENT STAGES

Before Review

- Accept & process Application
- Create Review Record
- Ensure readiness of Reviewers and Course Representative
- Process Course Worksheet
- Find Reviewers

Review

- Start & track Review progress
- Track status of amendment process, if needed
- Serve as resource to Course Representative, Campus QMC, and MR on team

After Review

- Pay Reviewers
- Update web page & records
- Publicize course certification status
- Invoice institutions

MANAGING THE REVIEW

MOQI is sponsored by the Minnesota State College
and University System.

The most
pressing
need!





WORDPRESS



TOOLS ROUND UP



HOW A FEW TOOLS ARE USED

1

- Application submitted via Google Form

2

- Trello Card automatically created with course information

3

- Review processed and managed via Trello and Excel spreadsheets



Minnesota Online Quality Initiative

QM Course Review Application 2015 - 2016 (MnSCU Institution)

This application is for a formal Quality Matters Peer Course Review that will be managed by the Minnesota Online Quality Initiative.
(<http://minnesota.qualitymatters.org>)

Before completing this application, please review the information about the QM Course Review Process in Minnesota here: <http://bit.ly/MOQI-Review> (This resource includes information about timelines as well as the cancellation policy.)

Applications may be submitted by the faculty course developer or may be submitted on behalf of the faculty course developer by the campus QM Coordinator. Applications submitted by the faculty course developer will be shared with the campus QM Coordinator to verify payment arrangements for the review; applications submitted by the campus QM Coordinator will be shared with the faculty course developer to verify accuracy of the course information.

COURSE REVIEW APPLICATION

Tools Used:

- Google Form
- Zapier
- Trello



Labels

January Start - CW due 12/15



Description [Edit](#)

Somewhere College

Faculty Name: Lou Conlon

Faculty Email Address: Lou.conlon@somewherecollege.edu

Faculty Phone Number: 555-555-1234

QMC: Milli Montague

Course Prefix: ORI 1000 Introduction to Online Learning

Course Description: This course provides students with an orientation to the online learning environment, online learning strategies, and communication and technology features. Students will be required to demonstrate competency in accessing course materials, completing assignments, communicating with classmates and faculty, researching via the Internet, accessing online resources, and working with multimedia files. Specific technology topics include computer and software (operating system and application) requirements, uploads/downloads, plug-ins, Internet access and browsers, and course management software. To successfully complete this course, students should have basic computer skills such as document creation using application software, creating and sending e-mails, accessing the Internet, and using operating systems. (1 Cr - 1 lect, 0 lab)

Type of Review: QM Course Certification

Discipline: Business: Accounting, Banking & Finance, Business Administration & Management, Other

Person who completed the application: Institution QM Coordinator

Date Course will be ready: January 19, 2016

Add Comment

Add

Members

Labels

Checklist

Due Date

Attachment

Actions

Move

Copy

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Archive

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SAMPLE TRELLO CARD



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MASTER SPREADSHEET

A	B	C	D	E	I	J	K
Status	Review Number	Year	Course Number	Course Name	Institution	QMC Last	Expected Start
1	HiCC-FY15-03	15					5/1/2015
2	HTC-FY15-09	15					5/1/2015
2	HTC-FY15-11	15	BIOL2045	Human Biology	Hennepin Tech	LaPlant	4/20/2015
2	MnSU-FY15-12	15	DHyG453	Research Methods in De	MSU-Mankato	Manderfeld	4/20/2015
2	MnSU-FY15-13	15	SPAN130	Nonprofit Leadership	MSU-Mankato	Manderfeld	4/20/2015
2	NCC-FY15-04	15	GEOL102	Environmental Science	Normandale		4/20/2015
2	HTC-FY15-01	15	MGMT101	Principles of Marketing	Pine Technical College	Ford	4/20/2015
2	ARC-FY15-05	15	HIMC100	Pathophysiology	Ridgewater College	Regan	4/20/2015
2	RIC-FY15-23	15	SPAN130	Spanish for EMS and Fire	Riverland		4/20/2015
2	WSU-FY15-10	15	MCOM172	Print and Web Productio	Winona State	O'Connell	4/20/2015
3	BSU-FY15-07	15	NRS4400/5	Introduction to Camp Nur	Bemidji State	Adams	4/20/2015
3	CLC-FY15-02	15	PSYC2421	General Psychology	Central Lakes	Amick	4/20/2015
3	CLC-FY15-03	15	CCST1510	College Study Skills	Central Lakes	Amick	4/20/2015
3	HTC-FY15-07	15	BUSN1051	Introduction to Manage	Hennepin Tech	LaPlant	4/20/2015
3	HTC-FY15-12	15	BIOL2001	Biology in Society	Hennepin Tech	LaPlant	4/20/2015
3	HTC-FY15-13	15	CDEV1550	Curriculum Planning	Hennepin Tech	LaPlant	4/20/2015
3	MnSU-FY15-10	15	HLTH659	Health Administration	MSU-Mankato	Manderfeld	4/20/2015
3	MnSU-FY15-11	15	HLTH664	Health Program Plannin	MSU-Mankato	Manderfeld	4/20/2015
3	NCTC-FY15-01	15					5/1/2015
3	PTC-FY15-03	15					5/1/2015
3	SETech-FY15-03	15	MATH2520	College Algebra	Southeast Technical	Daley	4/20/2015

Faculty names are hidden on this example.

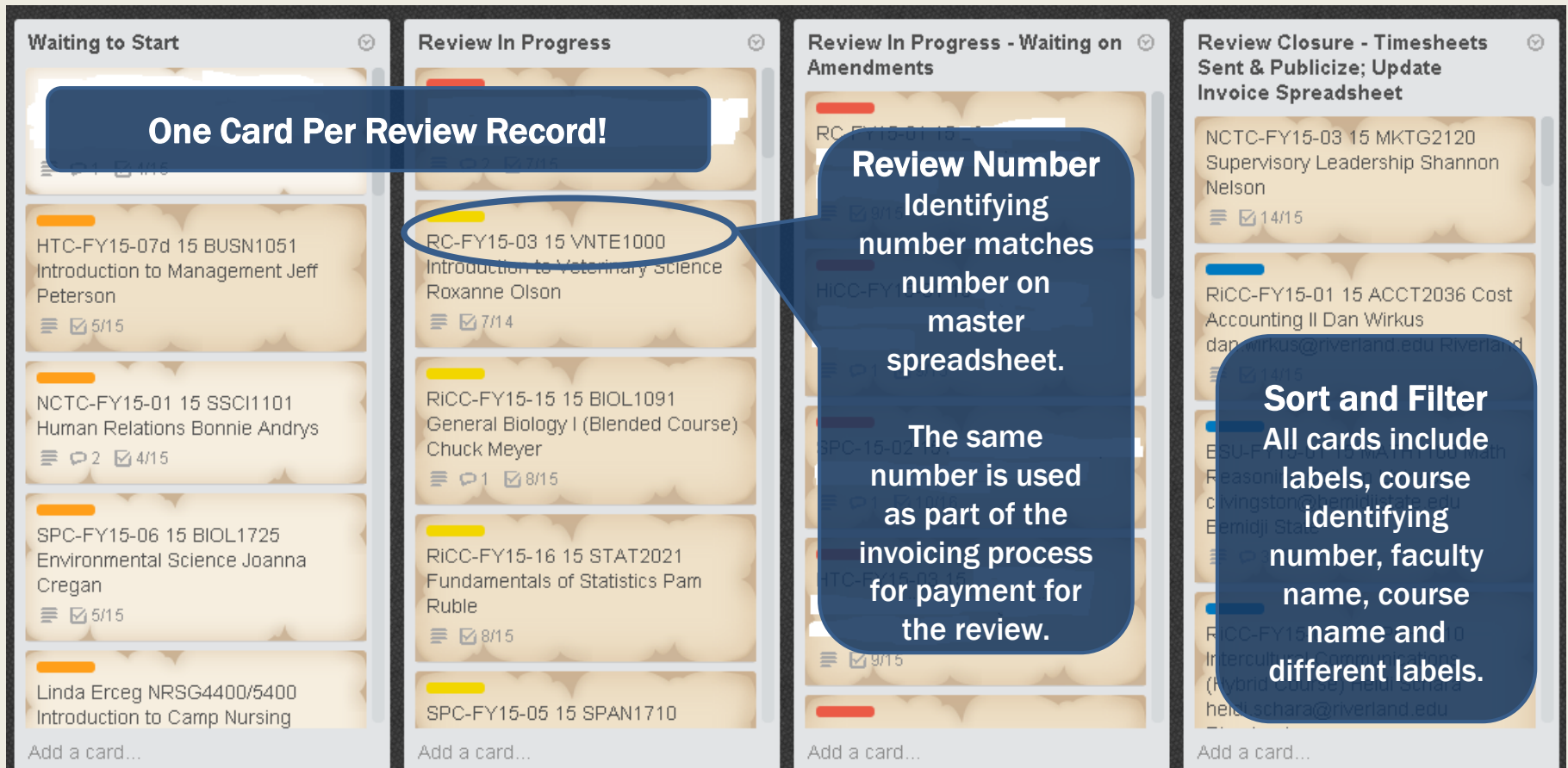
Status Column
 1=Application
 2= Waiting on worksheet
 3 = Waiting to start
 4 = In progress
 5 = Complete

Review Number
 Unique identifying number specific to institution submitting course

Expected Start
 Reviews are started in "batches" once each month

All courses listed here are now QM Certified courses.

TRELLO CARDS



One Card Per Review Record!

Review Number Identifying number matches number on master spreadsheet.

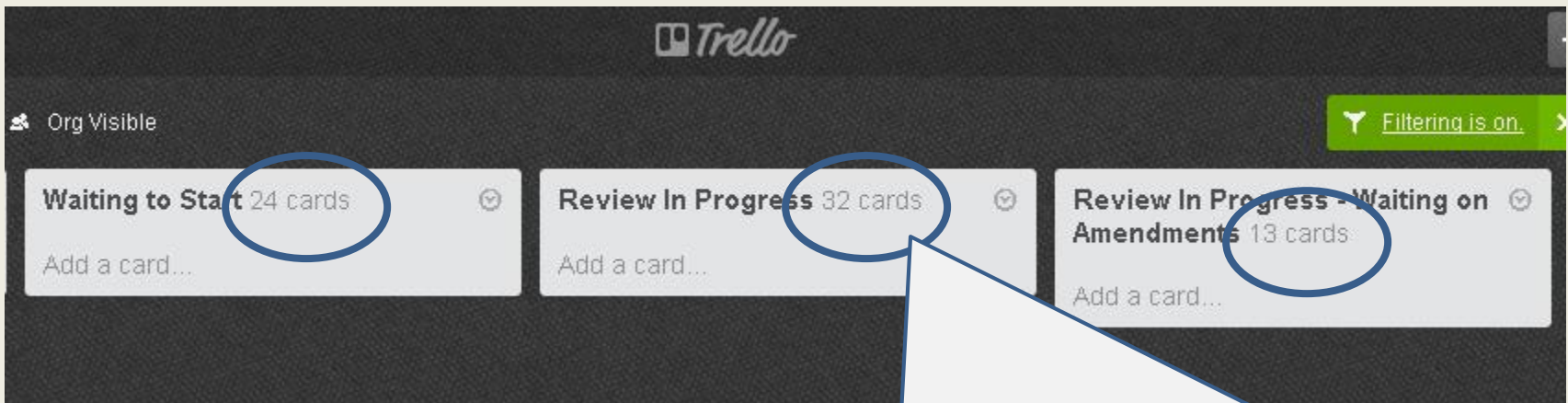
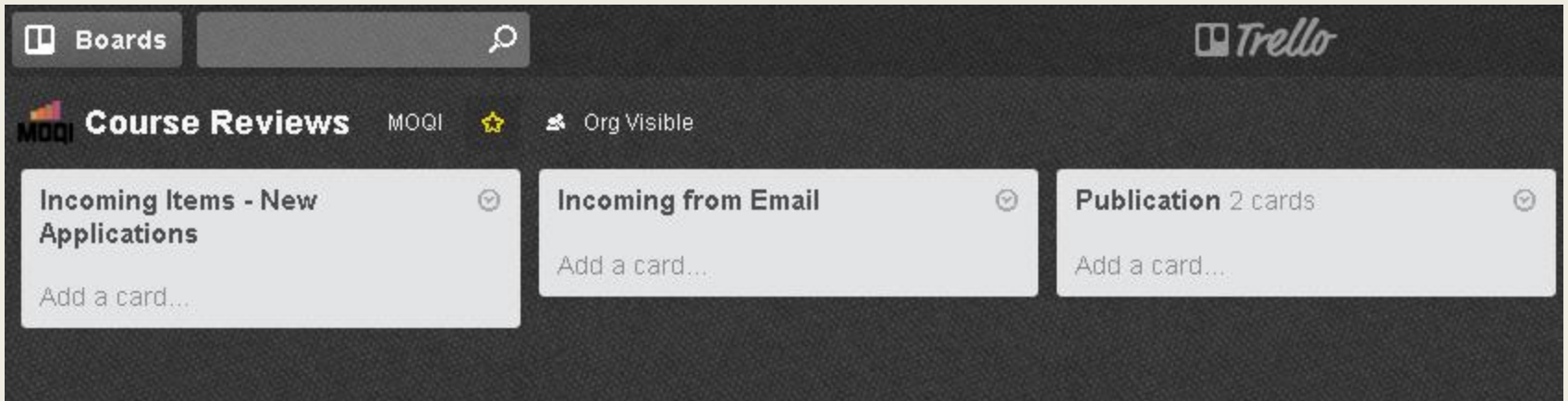
The same number is used as part of the invoicing process for payment for the review.

Sort and Filter
All cards include labels, course identifying number, faculty name, course name and different labels.

Column	Card Title	Course	Faculty	Status
Waiting to Start	HTC-FY15-07d 15 BUSN1051	Introduction to Management	Jeff Peterson	5/15
	NCTC-FY15-01 15 SSC1101	Human Relations	Bonnie Andrys	4/15
	SPC-FY15-06 15 BIOL1725	Environmental Science	Joanna Cregan	5/15
	Linda Erceg NRS4400/5400	Introduction to Camp Nursing		
Review In Progress	RC-FY15-03 15 VNTE1000	Introduction to Veterinary Science	Roxanne Olson	7/14
	RICC-FY15-15 15 BIOL1091	General Biology I (Blended Course)	Chuck Meyer	8/15
	RICC-FY15-16 15 STAT2021	Fundamentals of Statistics	Pam Ruble	8/15
Review In Progress - Waiting on Amendments	SPC-FY15-05 15 SPAN1710			
Review Closure - Timesheets Sent & Publicize; Update Invoice Spreadsheet	NCTC-FY15-03 15 MKTG2120	Supervisory Leadership	Shannon Nelson	14/15
	RICC-FY15-01 15 ACCT2036	Cost Accounting II	Dan Wirkus	
	ESU-FY15-02 15 COMM1000	Reasoning and Writing	Beemidji Stab	

Information on cards listed in this example only shows identifying information for courses that have completed the process and are QM certified.

ONE BOARD/ MANY LISTS



There were 69 open reviews when this screen shot was taken in April!

Checklist

[Delete...](#)

0%

- Spreadsheet entry created based on application information ("All Reviews") .
- Course Record created in CRMS.
- Email sent to course developer & QMC: Includes information about course review start date and request to complete "Course Worksheet" by specific date.
- Invoice information entered on invoice spreadsheet ("Invoices
- "Course Worksheet" returned, reviewed, and approved.
- Review Team assigned & entered in CRMS
- Team Assignment entered on spreadsheet.
- Email sent to Course Developer, QMC & Team to launch review.

Checklist

[Delete...](#)

0%

- Timesheets & Survey sent to Team Members
- Congratulations email sent to course developer and CC QMC about results; include link to survey.
- Course name & instructor mentioned on Twitter.
- Course information added to MOQI site; stats updated.
- Course information added to Blog post for end of month release.
- Invoice Spreadsheet Updated.

Trello Checklists are added to each card. Checklists provide a way to track review details.

TRELLO CHECKLISTS



TRELLO BOARD IN ACTION – SHORT DEMO

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Want a
copy of
this
board?
Email me
for access.



BEFORE THE REVIEW

MOQI is sponsored by the Minnesota State College
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Also
important!





ARE FACULTY READY?



QM Course Review Process MOQI-Managed Reviews

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Minnesota Online Quality Initiative Course Review Process

QUALITY MATTERS PROGRAM

Quality Matters (QM) is a peer review process for evaluating online courses to ensure the high quality of those courses and improve student success. QM is internationally known for its work in identifying quality online course design elements and processes. The Minnesota Online Quality Initiative (MOQI) Course Review Process follows the QM Recognized Course Review requirements.



This is a voluntary process - faculty choose to submit an online course for review. The review process involves a team of three certified peer reviewers who review the course against 43 standards of the QM Higher Education Rubric (5th Edtn). These standards were established by QM based on a thorough literature review of effective online course design and best practices. The peer reviewers give each course a score based on the 43 standards that make up the rubric. Courses that earn a score of 85% and that meet all essential standards are considered to have met standards.

The process is designed so that all courses eventually meet standards. As part of the review, each peer reviewer writes comments or recommendations describing what the faculty course developer might do to improve the weaker elements in the course to bring the course up to the QM standard. Courses that do not meet standards during the initial review may be

immediately modified to meet standards. The faculty course developer has the opportunity to make changes and resubmit for approval.

Courses that meet standards earn the QM stamp indicating that the course is a Quality Matters recognized course. A fee is charged for the QM review process.

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More Resources

[Quality Matters](#)

[Minnesota Online Quality Initiative](#)

Need More Info?
Contact Me

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Coordinator and Course
Review Manager

Phone: 218-234-2384

[Email me](#)



■ Tool: SoftChalk Cloud



TRAINING VIA WEBINARS



Minnesota
STATE COLLEGES
& UNIVERSITIES

*MOQI is sponsored
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Other MOQI Webinars

Course Reviews—A Quick Overview

When: September 3 OR October 8 3:00—4:00 PM

This webinar is open to MnSCU faculty or staff who are interested in learning more about the QM Review process managed through the Minnesota Online Quality Initiative. This webinar will review roles, expectations, and timelines and provide tips for course preparation. There will also be an opportunity for questions and discussion.

Helpful Recommendations

When: October 22 3:00—4:00 PM

This webinar is meant for all certified Peer Reviewers and Master Reviewers, whether new or experienced.

Helpful recommendations are the key to a successful course review. This webinar will review the mechanics of writing helpful recommendations during a course review and will include a discussion of the impact of writing “less than helpful” recommendations.

Tools Used:

- Eventbrite
- Zoom
- Google Drive



Minnesota Online Quality Initiative

<http://minnesota.qualitymatters.org>

Promoting quality course design through statewide collaboration of the colleges and universities in the Minnesota State College and University System and the University of Minnesota system.

Looking for Quality Matters workshops and courses that are sponsored by MOQI?
Information and registration information for the Applying the Quality Matters Rubric workshop, the Improve Your Online Course workshop, the Peer Reviewer course or the Master Reviewer course can be found [here](#).

Sessions related to Course Reviews

- Accessibility & Online Videos
- Course Design Basics: The “Why” and “How” of Course Alignment
- Course Design Basics: Learning Objectives
- Course Review Overview
- How to write Helpful Recommendations

<http://mnquality.eventbrite.com>



RESOURCE FOR MASTER REVIEWERS



Master Reviewer Best Practices Guide

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score

Overview

Who is this guide for?

This resource has been created for all Master Reviewers who serve as Review Team Chairs for official course reviews managed by the Minnesota Online Quality Initiative (MOQI). Completion of this module will be documented through completion of the "Final Checklist" located at the end of the module.

Why was this guide created?

This best practices guide was created for three reasons:

1. To share best practices that all Master Reviewers are expected to follow when participating in MOQI-managed formal reviews in Minnesota.
2. To increase consistency among review experiences for individuals from MnSCU and University of Minnesota institutions who submit courses for review.
3. To serve as a resource for new Master Reviewers.

Completion Instructions

To complete this module, review the information and then complete the two parts of the "Final Checklist" located at the end of the module with a score of 100%. On the last page of the module, you will be asked to enter your name which will then automatically be submitted to the MOQI Course Review Manager.

About the Minnesota Online Quality Initiative

Minnesota has a Statewide Subscription to Quality Matters that includes the Minnesota State College and University System, the University of Minnesota, and the Department of Education. Quality Matters implementation efforts are coordinated through collaboration among the systems and partner institutions.

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Overview

Who is this guide for?

Why was this guide created?

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About the Minnesota Online Quality Initiative

Content Advisors for this Module

Questions or Suggestions



Created with SoftChalk SC



- Tools: SoftChalk Cloud; IFTTT; Google Drive



MANAGE EMAIL (OUTLOOK)

■ Outlook Templates

- Course Review Application Has Been Processed
- Peer Reviewer Interest
- Start of Course Review
- Congratulations
- Submit Timesheet

■ Outlook Rules

- Send to Trello
 - Course Review outcomes
 - Course Worksheet submission
 - Amendments submitted
 - Etc....

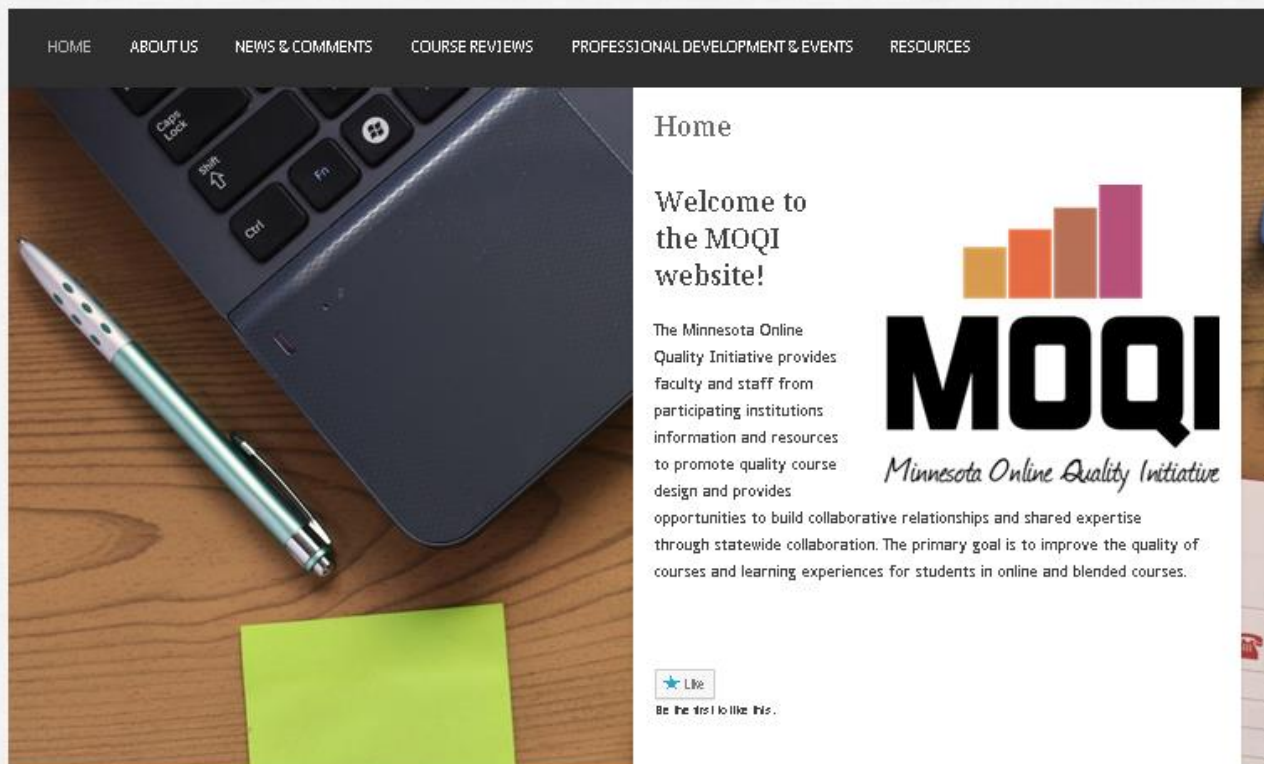
AFTER THE REVIEW

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and University System.



Minnesota Online Quality Initiative

Promoting Quality Course Design Through Statewide Collaboration



<http://minnesota.qualitymatters.org>

 @mnquality



MOQI @MnQuality

Kudos Judy Tebben for #QMRecognizedCourse "ADSA1141
Cust. Service for the Office" @MinnesotaWest @mnsu
@qmprogram wp.me/P2k0VI-r

22 Oct

PUBLICIZE
OUTCOMES

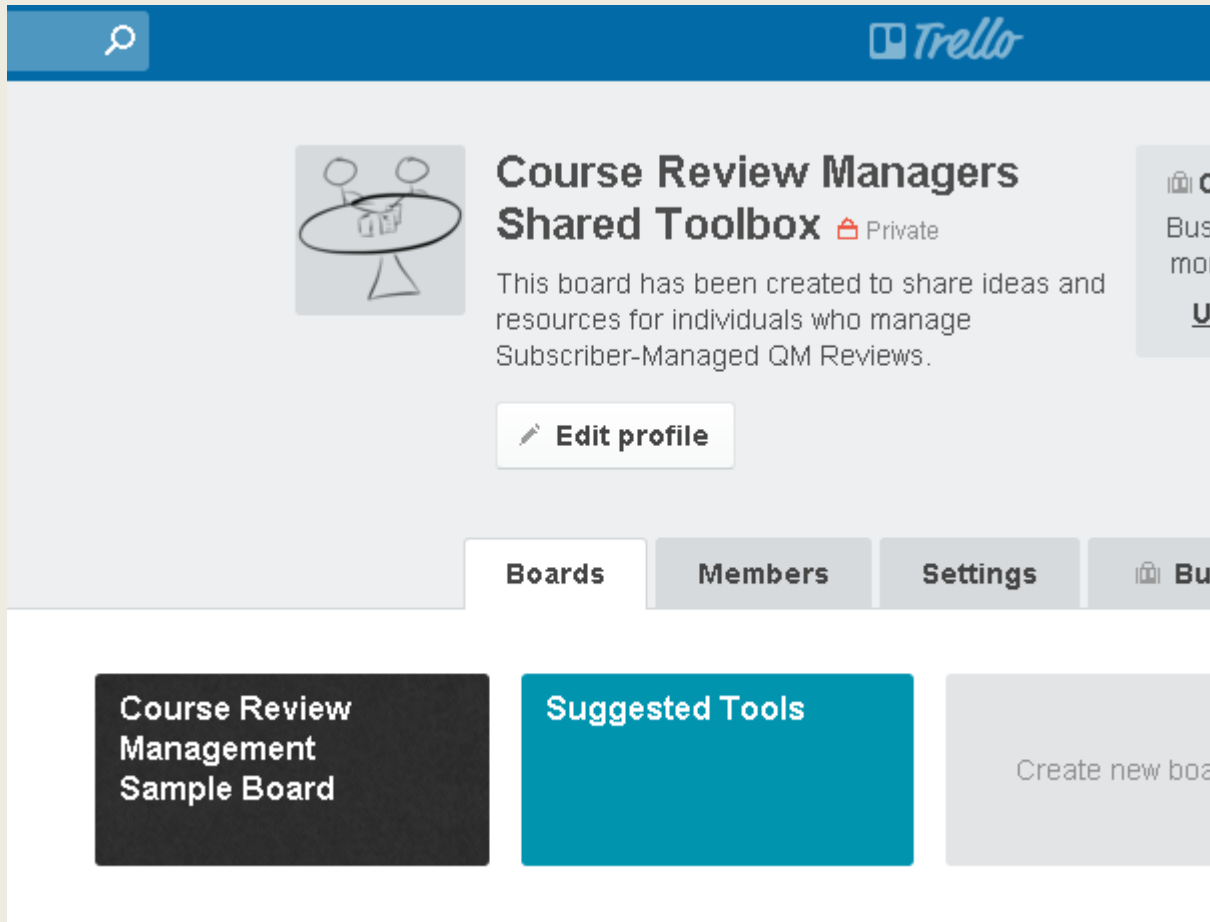


SHARED RESOURCES

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Email me
for access
to these
shared
resources.





Trello - 2 shared boards

- [Sample Board](#)
- [Suggested Tools](#)

[Symbaloo page](#)

A SHARED TOOLBOX





What tools do you suggest be added to this mix of tools?

What are your favorites?

YOUR
FAVORITES?





Contact Information

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<http://minnesota.qualitymatters.org>



@mnquality