Engaging Faculty with QM Certification via a Cohort Model

Timeline Review and Program Support

Institutional Landscape

Center for Excellence and Innovation

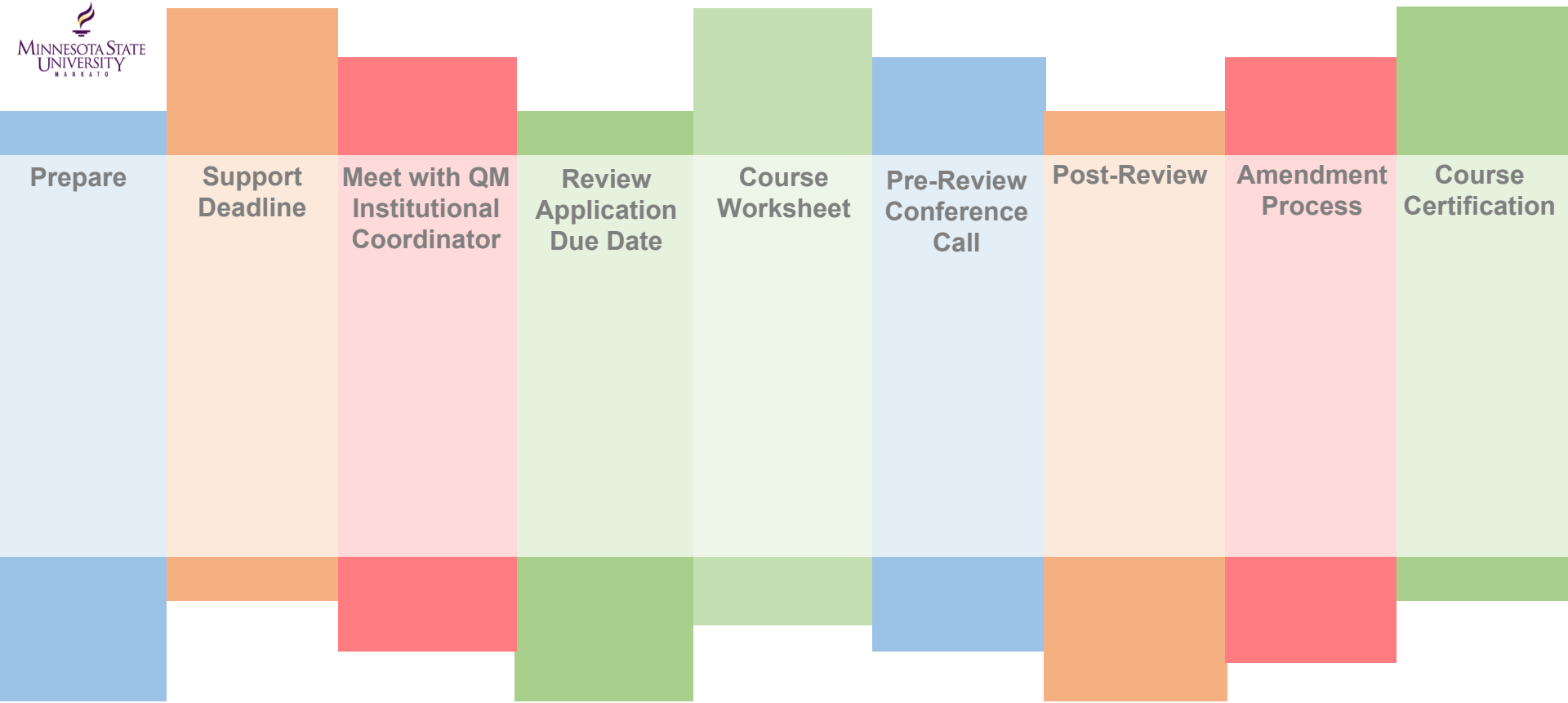
QM Training
Applying the Quality Matters Rubric (APPQMR)
Peer Reviewer Training (PRC)
Master Reviewer Training (MRC)
Academic Technology Support
CETL Certificates
Instructional Design Consultation
D2L Support
Technology Tool Integration
Technology Enhanced Teaching Strategies
Course Certifications
Applications
Instructor Worksheets
Pre Conference Calls
Instructor Worksheets
Post Conference Calls
Quality Matters DesireZLearn Template
Course Administration support (Copy editing, link checking, citations, external resources)
Accessibility Resources and Best Practices
The Rubric
5th Edition - Checklist for Course Design
Quality Matters
Institutional Support for QM

Purpose of the Cohort Program

To provide structure, support and, resources for faculty engagement with Quality Matters Course Review from the early stages of design through the process of certification.

- **Online modules on D2L**
  - Videos, reading materials, worksheets
- **5 face-to-face group meetings:**
  - Connect with one another - share resources
  - Optional Spring meetings to share review experiences
- **Individual consultations:**
  - Develop specific action plans for your course

Quality Matters Review Process Timeline



Quality Matters Review Process Timeline

Prepare
Request a development course within D2L, familiarize yourself with up-to-date QM Standards, and begin working on your course. Choose an application date from the list on the QM website.

Support Deadline

Meet with QM Institutional Coordinator

Review Application Due Date

Course Worksheet

Pre-Review Conference Call

Post-Review

Amendment Process

Course Certification

Quality Matters Review Process Timeline

Prepare

Support Deadline

3 weeks prior to application date. Ensure that your development course is ready for review. Upon your request, your course can be informally reviewed prior to submission.

Meet with QM Institutional Coordinator

Review Application Due Date

Course Worksheet

Pre-Review Conference Call

Post-Review

Amendment Process

Course Certification

Quality Matters Review Process Timeline

Prepare

Support Deadline

Meet with QM Institutional Coordinator

Meet with the Coordinator before the application date to ensure all components are ready for submission.

Review Application Due Date

Course Worksheet

Pre-Review Conference Call

Post-Review

Amendment Process

Course Certification

Quality Matters Review Process Timeline

Prepare

Support Deadline

Meet with QM Institutional Coordinator

Review Application Due Date

All application materials are due on your selected date. We recommend that your course is complete and ready for review by this date.

Course Worksheet

Pre-Review Conference Call

Post-Review

Amendment Process

Course Certification

Quality Matters Review Process Timeline

Minnesota State University Mankato

Prepare

Support Deadline

Meet with QM Institutional Coordinator

Review Application Due Date

Course Worksheet

You will be prompted to submit your Course Worksheet **within 2 weeks** of the application date. This information helps QM select the review team for your course.

Pre-Review Conference Call

Post-Review

Amendment Process

Course Certification

Quality Matters Review Process Timeline

Prepare

Support Deadline

Meet with QM Institutional Coordinator

Review Application Due Date

Course Worksheet

Pre-Review Conference

Signals the beginning of the formal review. This will take place on or before the specified Review Start Date. During this meeting, you will have the opportunity to give background on yourself and your course.

Post-Review

Amendment Process

Course Certification

Quality Matters Review Process Timeline

Minnesota State University Mankato

Prepare

Support Deadline

Meet with QM Institutional Coordinator

Review Application Due Date

Course Worksheet

Pre-Review Conference Call

Post-Review

You will receive an email directing you to the Course Review Management System. Login, review feedback, and submit the Review Outcome Response **within 2 weeks** of the review.

Amendment Process

Course Certification

Quality Matters Review Process Timeline

Prepare

Support Deadline

Meet with QM Institutional Coordinator

Review Application Due Date

Course Worksheet

Pre-Review Conference Call

Post-Review

Amendment Process

Set dates with your review team. The feedback and amendment processes are helpful ways of improving your course. Approximately 50% of courses undergo amendments.

Course Certification

Quality Matters Review Process Timeline

Prepare

Support Deadline

Meet with QM Institutional Coordinator

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Pre-Review Conference Call

Post-Review

Amendment Process

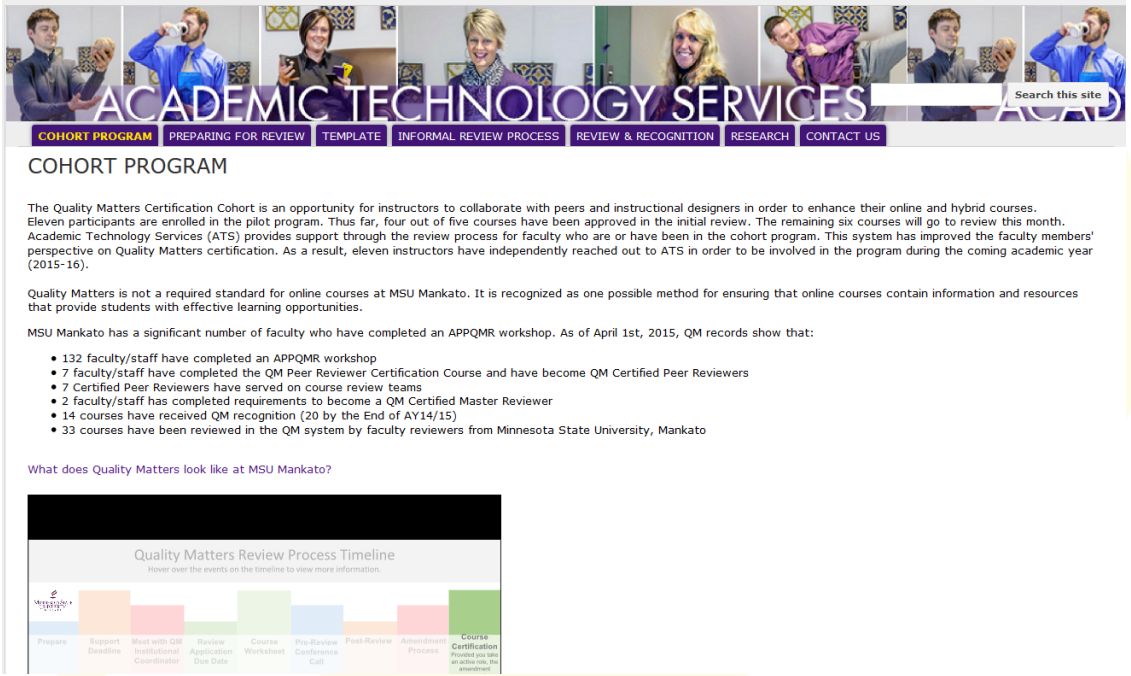
Course Certification

Provided you take an active role, the amendment process continues until your course meets Quality Matters Standards. Your Coordinator and review team will help you reach this target.

Staggered Review Schedule

College	Department	D2L Deadline	Application Date	Review on or after:
Allied Health and Nursing	Nursing	11/1/2014	11/15/2014	1/15/2015
Allied Health and Nursing	Family & Consumer Science	11/1/2014	11/15/2014	1/15/2015
Social & Behavioral Science	Law Enforcement	11/1/2014	11/15/2014	1/15/2015
Arts and Humanities	Spanish	12/15/2014	12/30/2014	2/15/2015
Social & Behavioral Science	Psychology	12/15/2014	12/30/2014	2/15/2015
Arts and Humanities	English	1/15/2015	1/30/2015	3/15/2015
Allied Health and Nursing	Dental Hygiene	1/15/2015	1/30/2015	3/15/2015
Allied Health and Nursing	Dental Hygiene	2/13/2015	2/28/2015	4/15/2015
Education	K-12 and Secondary Ed.	2/13/2015	2/28/2015	4/15/2015
Allied Health and Nursing	Health Science	2/13/2015	2/28/2015	4/15/2015
Social & Behavioral Science	Non-Profit Leadership	2/13/2015	2/28/2015	4/15/2015

Cohort Resources



Feedback on Support

From Faculty Participants:

- **Appreciation for deadlines and ‘assignments.’**
- **Personal attention/review/feedback**
- **Clear expectations dispelled uncertainty**
- **More familiar with Bloom’s Taxonomy and Instructional Design**
- **Working with other Faculty and sharing experiences and ideas**

Feedback on Support

From QM Reviewers:

- **"*The instructor did a great job in providing an alignment between course and module objectives and the course activities and assessment*"**
- **"These are beautifully prepared documents that would be a great model for other online instructors!"**

Overall Recommendations

- **Catalogue Reviewer Recommendations for future suggestions**
- **Streamline support to efficiently direct everyone's time; Faculty, QMCs, and Reviewers**
- **Determine and sustain a Funding Model for QM support**
- **Recruit participants in advance**
- **Ask for Faculty Support, partnerships, and testimonials**

Thank you!

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