# Hennepin Technical College

# Online Review Process for Faculty

### Level 1: Blended/Online Course Readiness

HTC offers a Blended/Online Course Readiness Self-assessment Tool that provides faculty with a checklist of specific elements to ensure quality in the design of blended/online courses. This checklist is seen, used and retained by the instructor only. It evaluates only organization and structures, not course content, as courses already comply with curriculum, department, and institutional quality standards. The checklist is based on the most current Quality Matters™ rubric.

The eLearning Committee promotes faculty participation in Quality Matters™ training and disseminates information regarding local, regional and state-wide workshops and courses. Course readiness is supported by enrollment in a QM *Applying the QM Rubric* (APPQMR) course.

### Level 2: Mentor Check-in

Faculty who have completed their self-assessment or Quality Matters™ training, in particular the APPQMR workshop, and have revised their courses to address concerns, are encouraged to identify a certified Quality Matters™ peer reviewer at HTC. The peer mentor will perform an informal check-up using the most current QM rubric. Recommendations may be made to help ensure the course will meet the standards of a formal QM review. A list of available peer mentors is kept by the QM Coordinator. Faculty Developers should indicate your mentor preference. The Faculty Developer may wish to consider choosing a Subject Matter Expert (SME) as the mentor since this could be of tremendous benefit. Online mentor access should be available six weeks before the official start date of the QM Review to allow the mentor to assist by accessing your course online and give feedback to the Faculty Developer. The Peer Mentor may also help with completing the Instructor Worksheet required online in QM. Faculty Developers please copy your course content to the course shell created in the Quality Matters Department listing in D2L.

### Level 3: Formal Quality Matters™ Review

Once a course has successfully completed its local peer review, the faculty developer may wish to request a national review of the course through Quality Matters™. Formal reviews are designed for mature courses that have been taught previously and/or for courses that are fully developed online (including blended formats) such that reviewers can see all evaluated components. This process uses a team of **3** outside reviewers to provide feedback and evaluation of the course within the framework of the Quality Matters™ Rubric. Courses meeting the rubric standards at a level of 85% or higher, receive QM recognition and certification.