

*Save Time and Money: Grow Your Own
QM Facilitator*

7th Annual Quality Matters Conference

Eddie Andreo, MBA
November 4, 2015

©2015 MarylandOnline, Inc.

Facilitator Introduction

Eddie Andreo – Director for Online Learning

- ✓ *10 years of Higher Ed. teaching experience online*
- ✓ *7 years in Instructional Design*
- ✓ *QM Certified Peer & Master Reviewer*
- ✓ *QM Certified F2F and Online Facilitator*
- ✓ *Nationally Certified QM F2F and Online Facilitator*
- ✓ *Trained over 500+ in QM Professional Development*

Objectives

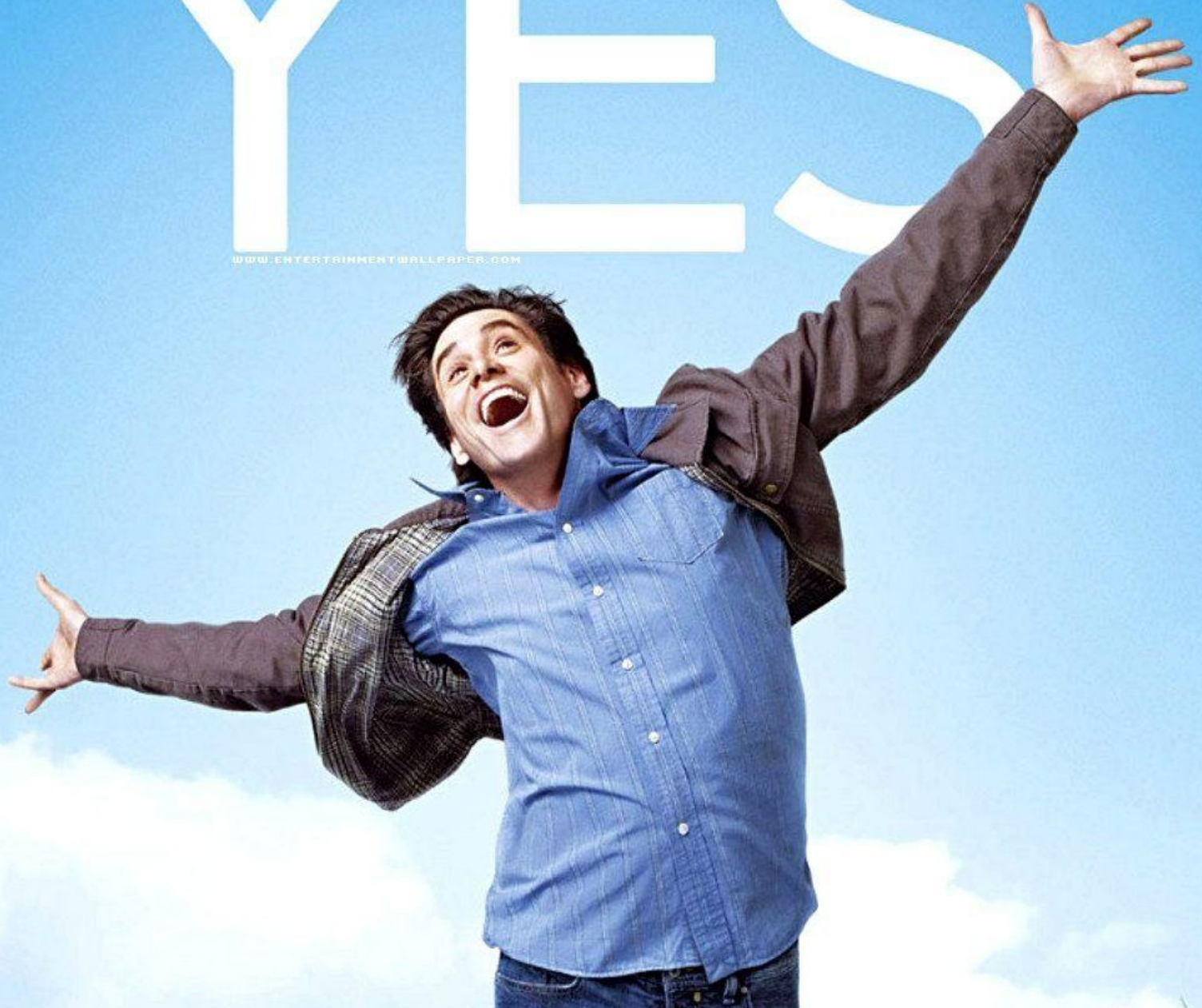
1. *Demonstrate how to establish and identify key internal leadership to train faculty in your institution*
2. *Identify the key steps in becoming your institution's Certified Facilitator*
3. *Illustrate how to efficiently and effectively train all of your faculty in person or at a distance*
4. *Describe the cost savings and benefits of having an Internal Certified Facilitator*

It CAN be done!!

Have you ever wanted to train your entire faculty in a very short amount of time, and do it in the most efficient and effective way possible?

YES

WWW.ENTERTAINMENTWALLPAPER.COM





**KEEP
CALM**

IT'S ON THE
SYLLABUS

A stack of books is shown on a wooden shelf. The top book has a red cover, and the one below it has a white cover. The background is a blurred bookshelf. The text "tell your story and Tell it well." is overlaid on the image in a mix of serif and cursive fonts.

tell your story and
Tell it well.

Take Charge

Who should be your champion??

- ❑ *Instructional Support Staff – Someone who works with faculty on a continuous basis*

Where to Begin

1. *Applying the QM Rubric* ([APPQMR](#))

- ❑ The Applying the Quality Matters Rubric (APPQMR) workshop is QM's flagship workshop on the QM Rubric and the process of using the QM Rubric to review online courses.
- ❑ Online, two weeks or f2f, one day
- ❑ \$200 per person for subscribers/\$300 per person for non-subscribers

2. *Peer Reviewer Certification* ([PRC](#))

- ❑ The Peer Reviewer Course is designed to prepare experienced online faculty to become Quality Matters Certified Peer Reviewers.
- ❑ *Only Online*, two weeks
- ❑ \$200 per person for subscribers/\$350 per person for non-subscribers
- ❑ **Prerequisite:** Successful completion of the Applying the QM Rubric (APPQMR) workshop (either online or face to face)

3. *Master Reviewer Certification* ([MRC](#))*

- ❑ The Master Reviewer Certification (MRC) is an advanced certification course for experienced QM Peer Reviewers.
- ❑ *Only Online*, two weeks
- ❑ \$300 per person for subscribers
- ❑ **Prerequisite:** Successful completion of the Applying the QM Rubric (APPQMR) workshop (either online or face to face), of the Peer Reviewer Course (PRC), must be a QM Certified Peer Reviewer, and must have served on two official Higher Education QM-Managed or Subscriber-Managed course reviews, (not internal course reviews).
- ❑ *Optional, but personally recommended

4. *Face-to-Face Facilitator Certification* ([FFC](#))

- ❑ The Face-to-Face Facilitator Certification (FFC) course extends participants' understanding of the QM Rubric to a level of expertise that will allow them to facilitate the face-to-face (f2f) Applying the QM Rubric (APPQMR) workshop within their institutions.
- ❑ *Only Online*, three weeks
- ❑ \$500 per person for subscribers
- ❑ **Prerequisite:** Successful completion of the Applying the QM Rubric (APPQMR) workshop (either online or face to face), of the Peer Reviewer Course (PRC), Institution subscription must be on Full or System subscription and Institution Approval.

4. *Online Facilitator Certification* ([OFC](#))

- ❑ The Online Facilitator Certification (OFC) prepares qualified participants to facilitate the online Applying the QM Rubric (APPQMR) workshop including preparation, navigation, management, and assessment.
- ❑ *Only Online*, three weeks
- ❑ \$500 per person for subscribers
- ❑ **Prerequisite:** Successful completion of the Applying the QM Rubric (APPQMR) workshop (either online or face to face), of the Peer Reviewer Course (PRC), Institution subscription must be on Full or System subscription and Institution Approval.

How did we do it?

- I began certification training roughly 1 year prior*
- We required all our faculty (full & part-time) to take APPQMR, including department chairs*
- We only had 3 months, so a schedule was posted with workshop offerings almost every week, including Saturdays*
- Offered online sessions for out-of-state faculty and those unable to attend f2f sessions*

Benefits

- ❑ *Internal Facilitator who's familiar with your Institution*
- ❑ *Upfront costs, but long-term savings*
 - ✓ *\$1,700 to train an internal facilitator for both f2f and online (includes MRC)*
 - ✓ *APPQMR alone costs \$200/participant through QM*
 - ✓ *In-house f2f facilitator can train 20 per session for simply the cost of folders (\$20/folder + shipping)*
 - ✓ *In-house online facilitator can train 20 per session for simply the cost of \$25 per enrollment (\$25/participant technology fee)*

Final Thoughts

- ❑ *One Certified Facilitator is not enough, especially online*
- ❑ *If you are in the midst of a migration to a new LMS, train ALL your faculty in APPQMR first*
- ❑ *Build departmental support by having 2-3 faculty members in each department become Certified Peer Reviewers (PRC) after APPQMR*
- ❑ *Certified faculty in PRC could then assist with Official Peer Reviews for your Institution (win-win)*
- ❑ *Having everyone go through APPQMR at the same time puts everyone on the same page*

Are You Ready?

****Register for Professional Development****

<https://www.qmprogram.org/qmresources/registration/index.cfm>

Thank you!

Questions?

Eddie Andreo

Eddie.Andreo@cowley.edu