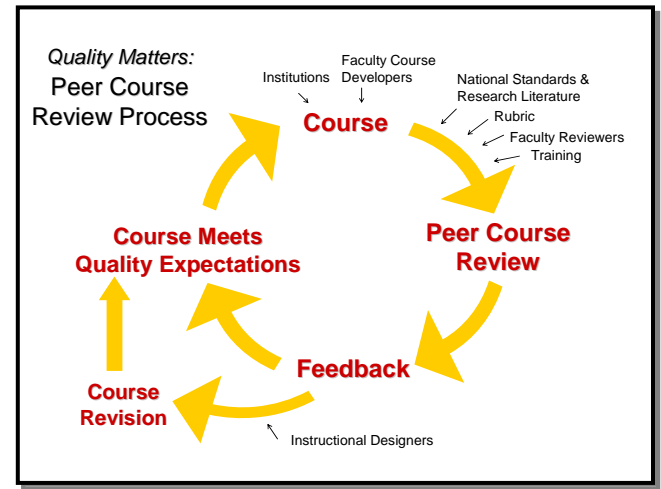




Course Review Application

About Quality Matters

The Quality Matters™ (QM) program, sponsored by MarylandOnline has generated widespread interest and received national recognition for its peer-based approach to quality assurance and continuous improvement in online education. MarylandOnline offers institutional subscriptions, course reviews, and other fee-based services.



Quality Matters Peer Course Review Rubric

- I. Course Overview and Introduction
- II. Learning Objectives (Competencies)
- III. Assessment and Measurement
- IV. Resources and Materials
- V. Learner Interaction
- VI. Course Technology
- VII. Learner Support
- VIII. Accessibility

Principles of Quality Matters

QM provides a structure by which online faculty conduct peer reviews of online courses in order to assure that these courses meet standards of best practices. The QM toolset and process are:

- Based in national standards of **best practice**, the **research** literature and instructional design principles
- Designed to **promote student learning**
- Integral to **continuous quality improvement**
- Part of a **faculty-driven, collegial** peer review process

Contact:

Quality Matters/MarylandOnline

Attn: Chandra Robinson, Course Review Manager
4157 Mountain Road PMB 246
Pasadena, MD 21122
crobinson@qualitymatters.org
301- 575-6505; 301-560-6684 Fax

The Quality Matters Rubric was developed under a grant from the U. S. Department of Education. However, the Quality Matters Rubric and Quality Matters course recognition process do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government.



Review Fee: Quality Matters Subscribers: \$750 per course
Non-Subscribers: \$1,000/per course

This includes:

- Three trained QM Peer Reviewers assigned to the course review and managed by QM. Review team includes one reviewer in the discipline area and at least one reviewer outside the home institution. Reviewers are paid a stipend of \$150-\$250 by QM.
- A compiled report of all review team scores, comments, and recommendations sent to the Faculty Course Developer. (Institutional Representatives from QM Subscriber institutions have online access to the final review report.)
- Upon course meeting QM review standards, recognition of course by QM, listing on QM website, and use of QM Recognized logo.

To Apply:

1. If not a Quality Matters Subscriber, designate an Institutional Representative (IR) from your institution who will be responsible for communicating with the Course Faculty and QM team.*
2. Complete the attached application and submit to Quality Matters
3. Agree to provide instructional design support to ensure that the course meets QM review expectations

* Contact crobinson@qualitymatters.org if you do not know if your IRR is. If no one is yet appointed, complete the attached Institutional Representative (IRR) Appointment Form.

Review Process: Once a course is selected by QM, here is a summary of what happens:

- QM will assign and confirm a review team of three QM trained Peer Reviewers. Team assignment will be shared with Review Team, Faculty Course Developer, and Institutional Representative
- The assigned Team Chair will initiate communication with the other Peer Reviewers and the Course Faculty. Review Team will access the course and conduct individual reviews using the QM rubric. Team Chair will submit Final Review Report to QM when completed.
- QM will send the Final Review Report to the Faculty Course Developer along with a Faculty Response Form. (Report will not be sent if review fee is outstanding). (Institutional Representatives from QM Subscribing institutions will also have access to the report but QM guidelines state it is not distributed without the Faculty Course Developer's permission.)
- Faculty Course Developer can make revisions and submit Course Amendment form to QM if needed. Team Chair will review Amendments and confirm if course meets QM review standards.
- When course meets QM review standards, QM will send notifications, list course on QM website, and provide QM Recognized logo to Institution.

For More QM Information:

The QM rubric, scoring summary, and other materials are available on the QM website:
<http://www.qualitymatters.org/documents.htm>

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4157 Mountain Road PMB 246, Pasadena, MD 21122



**Quality Matters
Institutional Representative
Appointment Form**

crobinson@qualitymatters.org, 301- 575-6505; 301-560-6684 Fax



Institutional Representative Form

If not a Quality Matters Subscribing Institution, please designate one Institutional Representative (IR). This is to help ensure that the process and communication during a review is consistent for each course. We want to know that everyone involved at an institution is kept informed and aware of the review procedures and protocol.

The Quality Matters IR will be responsible for the following type of tasks for his/her institution:

- Coordinating and submitting Course Review Applications
- Communicating with the QM team as needed regarding reviews
- Disseminating QM program information as appropriate
- Working with appropriate departments to facilitate review payment and course access
- Providing support to course faculty as needed to meet QM review standards

Appointed Institutional Representative:

Name	Title
Institution	Email
Mailing Address	
Phone	Fax
Signature	Date

Return completed form to:

Quality Matters/MarylandOnline

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Pasadena, MD 21122
crobinson@qualitymatters.org
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Course Review Application Form

Complete one form per course nomination. *Please Type or Print Clearly*

- Review Fee:**
- ☐ Quality Matters Subscribers: \$750 per course
 - ☐ Non-Subscribers: \$1,000/per course
 - ☐ Check enclosed payable to *MarylandOnline/Quality Matters*
 - ☐ Send invoice to:

Institutional Representative: *

Name:
Title:
Email:
Phone:

* Contact kkane@qualitymatters.org if you do not know who your IR is. If no rep is yet appointed, complete the attached Institutional Representative (IR) Form.

Course Information:

- 1) Institution:
- 2) Course Name and Number:
- 3) Faculty Course Developer - Name:
 Email
 Phone
- 4) Course Management System: ☐ Blackboard ☐ WebCT ☐ WebTycho ☐ Other:
- 5) On Campus Components: ☐ None ☐ Proctored Exam ☐ Lab ☐ Other:
- 6) Brief course description: (Course catalog description is sufficient.)



7) Discipline Area(s):

Humanities

- ☐ Philosophy
- ☐ History
- ☐ Language/Literature
- ☐ World Languages
- ☐ English
- ☐ Writing
- ☐ Other: _____

Education

- ☐ Educational Psychology
- ☐ Library and Information Services
- ☐ Reading
- ☐ Special Education
- ☐ Teacher Education
- ☐ Teaching and Technology
- ☐ Other: _____

Business

- ☐ Accounting
- ☐ Economics
- ☐ Marketing
- ☐ Business Law
- ☐ Finance
- ☐ Management
- ☐ Other: _____

Arts

- ☐ Art History
- ☐ Music
- ☐ Fine Arts
- ☐ Other: _____

Science

- ☐ Chemistry
- ☐ Geology
- ☐ Astronomy
- ☐ Biology
- ☐ Engineering
- ☐ Health Science
- ☐ Physics
- ☐ Other: _____

Information Technology

- ☐ Information Technology
- ☐ Information Systems
- ☐ Computer Science
- ☐ Web design
- ☐ Other: _____

Social Science

- ☐ Law
- ☐ Geography
- ☐ Anthropology
- ☐ Political Science
- ☐ Psychology
- ☐ Criminal Justice
- ☐ Sociology
- ☐ Other: _____

Other

- ☐ Math
- ☐ Statistics
- ☐ _____
- ☐ _____
- ☐ _____

Signatures: Institutional Representative and Faculty Course Developer must sign below to confirm understanding of the requirements before a review team will be assigned.

Institutional Representative:

I, _____, agree to serve as the INSTITUTIONAL REPRESENTATIVE for the course _____ during the Quality Matters Peer Course Review.

I agree to:

- Communicate with QM regarding the status and review process as needed
- Facilitate communication, access, and institution involvement in the review process
- Ensure review fees are processed and payment is sent
- Maintain strict confidentiality about any other courses I may access during any training or the review process, including any student information contained in these courses. Not change, copy, or modify any internal documents within a course and observe copyright laws and respect intellectual property rights of faculty creator of materials.
- Not share the final Review Report or review outcome without permission of the Faculty Course Developer.
- Work with administration at my Institution to see that Instructional Design support is provided to Faculty Course Developer if needed to meet QM review standards.
- Follow QM protocol regarding use of QM materials, logo, and course recognition.

Name

Signature

Date



Faculty Course Developer:

I, _____, agree to serve as FACULTY COURSE DEVELOPER and to have the course _____ undergo a Quality Matters Peer Course Review.

I agree to:

- Provide access to the course named above and its associated materials to selected trained peer reviewers. (Course does not have to be active at the time of the review.)
- Complete the Instructor Worksheet to provide supplemental information to the review team
- Communicate with the review team as needed regarding the course in review
- Maintain strict confidentiality about any other courses I access during any training or the review process, including any student information contained in these courses. Not change, copy, or modify any internal documents within a course and observe copyright laws and respect intellectual property rights of faculty creator of materials.
- Return completed Faculty Response Form after receipt of final Team Review Report.

Name

Signature

Date

Return completed form to:

Quality Matters/MarylandOnline

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