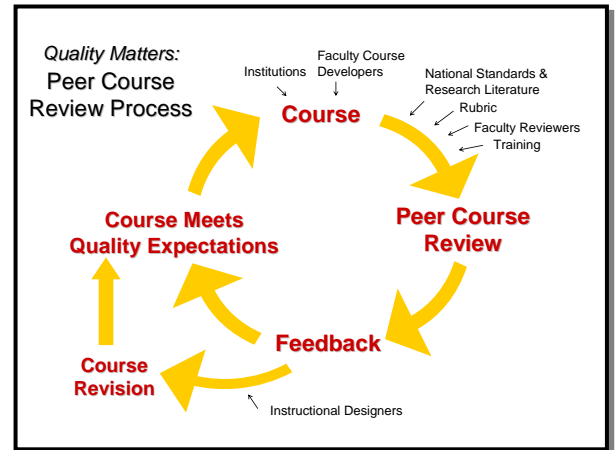




Course Review Application

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 Process:

Once an application is submitted to QM, here is a summary of what happens:

- QM will assign and confirm a review team of three QM trained Peer Reviewers.
- The assigned Team Chair will lead the review process, which typically takes about 6 weeks to complete, and will submit Final Review Report, when completed, to the Faculty Course Developer.
- If needed, Faculty Developer can make revisions and submit Course Amendment online, within 20 weeks of the review start date. Team Chair will review Amendments and confirm if course meets QM review standards. If so, QM will list course on QM website and provide QM-Recognized logo to Institution.

Is Your Course Ready For Review?

Use the checklist found in [Preparing for a QM Course Review](#) to ensure your course is ready to be reviewed.

For More QM Information:

The most recent edition of the QM rubric, FY08-10, will be used to review all courses. Information about the rubric and other materials are available on the QM website: <http://www.qualitymatters.org/documents.htm>

Contact:

Quality Matters/MarylandOnline
Attn: QM Review Coordinator
4157 Mountain Road PMB 246, Pasadena, MD 21122
QMCourseReviews@qualitymatters.org
301-560-6684 Fax



Quality Matters Peer Course Review Fee:

Quality Matters Subscribers: \$900 per course
Non-Subscribers: \$1,200 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-\$350 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 Institution 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. Ensure the course submitted is ready to undergo the QM review process.

Institution Representative Form

If not a Quality Matters Subscribing Institution, please designate one Institution 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 QM team as needed & assuring access to Faculty Developer
- 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

Non-Subscriber IR

Name & Title:

Email

Phone/Fax

Institution

Mailing Address

Subscriber IR

Name & Title

Email

Phone/Fax



Signatures: Institution 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 INSTITUTION REPRESENTATIVE for the course _____ during the Quality Matters Peer Course Review.

I agree to:

- Ensure the course is ready to be reviewed (*see Preparing for a QM Course Review*)
- 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: 301-560-6684 Fax/QMCourseReviews@qualitymatters.org