# " "Improving Your Online Course

# Face-to-Face Facilitator Parameters

**The term of this document is for one year. IYOC Face-to-Face Facilitators will be expected to participate in an annual update and contract renewal.**

The face-to-face (F2F) Improving Your Online Course (IYOC) workshop is designed for faculty who wish to learn about QM and improve their online or blended courses. In the IYOC Face-to-Face Facilitator Certification (IFFC – for those who do not currently hold the role of Certified Face-to-Face Facilitator) or the Accelerated IYOC Face-to-Face Facilitator Certification (AIFFC - for those who do currently hold the role of Certified Face-to-Face Facilitator), you will learn how to present the F2F IYOC workshop including preparation, content delivery and facilitation, and logistics. Upon successful completion of the IFFC/AIFFC, with a current Improving Your Online Course (IYOC) Workshop License held by your institution or system, you may deliver this workshop as an independent Facilitator for your institution or system in a F2F setting.

If your institution or system does not renew their subscription or changes to a type of subscription that does not provide the ability to deliver the Independent F2F IYOC workshop, you will not be able to continue facilitating the F2F IYOC workshop. All materials must be returned to Quality Matters and your IYOC F2F Facilitator role will be changed to "expired." If you continue to facilitate the workshop for your institution or system Quality Matters will invoice the institution at our current rate for on-site IYOC workshops ($1500.00 per session, non-member rate).

The materials in the IFFC/AIFFC and the IYOC workshop are proprietary to MarylandOnline, Inc. (MarylandOnline) and contain information that is treated as confidential by Quality Matters and MarylandOnline. For the purposes of the IFFC/AIFFC, and the IYOC workshops you facilitate, and only on behalf of your institution or system, which must be a QM member with the appropriate non-exclusive and non-transferable license and training license, Quality Matters grants you access and use of the IFFC/AIFFC materials and the F2F workshop IYOC presentation and workshop materials. Workshop materials may not be revised, altered, or recreated by IYOC F2F Facilitators. Participants in the IYOC workshop are expressly prohibited from copying, duplicating, or distributing the Quality Matters workshop materials without written permission from Quality Matters.

 Signing this document indicates your acceptance of the following parameters:

1. Facilitator for the face-to-face IYOC workshop will be an active QM-Certified IYOC Face-to-Face Facilitator.
2. Use the Quality Matters IYOC content to facilitate the face-to-face delivery, and only the face-to-face delivery, of the IYOC workshop.
3. Deliver the face-to-face IYOC workshop only on behalf of your own institution or system. Other institutions who would like to have this workshop must contact Quality Matters to schedule a workshop.
4. I understand that I am not to schedule nor facilitate workshops with institutions outside of my institution or system subscription and will direct those who inquire to Quality Matters.
5. Deliver the face-to-face IYOC workshop in its entirety. F2F IYOC Facilitators may modify the workshop delivery schedule to accommodate the needs of their institution or system. Cap the face-to-face IYOC workshop at 20 participants per session (minimum number of participants for a session is six).
6. In the event your institution or system fails to maintain its subscription to Quality Matters with an Improving Your Online Course (IYOC) Workshop License, cease all delivery of the F2F IYOC and return all materials to Quality Matters (institution will be invoiced $1,500.00 if a workshop is held).
7. IYOC F2F Facilitators may purchase the complete set of workshop materials (which includes the QM Rubric Workbook) directly from Quality Matters from the “[**Order QM Materials**](https://www.qualitymatters.org/qa-resources/order-materials)” page at least two weeks in advance; or they may download and print the workshop materials from the Independent IYOC Face-to-Face Facilitator Resource Site and assemble them into folders. QM Rubric Workbooks must still be purchased and provided to each participant.
8. Submit rosters to QM within two business days of the date of the workshop. Rosters are submitted in MyQM.
9. Certified IYOC Face-To-Face Facilitators must comply with new or revised QM parameters as needed, including any Facilitator re-certifications and course updates as required.
10. Participants in the IFFC/AIFFC must register for the IYOC Online Facilitator Certification (IOFC) or the Accelerated IYOC Online Facilitator Certification (AIOFC) if they wish to facilitate the online IYOC workshop.

All versions of the QM Rubric are protected and available by permission only.

**By accessing the IYOC Face-To-Face Facilitator Certification/Accelerated IYOC Face-to-Face Facilitator Certification materials and participating in the course activities, you accept these parameters.**

Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Facilitator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: ­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

QM Coordinator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: ­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lead QM Coordinator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: ­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note:** The Lead QM Coordinator signature is only required if your institution is a member of a system.

Please fax or email your signed document to the attention of Nancy Ragias, QM’s Professional Development Registrar, **registrar@qualitymatters.org** or 301-560-6683 within threedays of the start of your IFFC/AIFFC. If you do not have QMC or Lead QMC approval (if applicable) you will not be allowed to continue in the course.