Connecting Course Design and the QM Rubric - Use a Guide!

QM Connect Conference
St. Louis, MO
Oct 30-Nov 2, 2018
Access a digital copy of the NMSU Course Developer’s Guide at

ocip.nmsu.edu/resources/cdg
Your Presenters Today

Dr. Sandra Johnson, Ph.D.
- QM Master Reviewer
- Instructional Consultant
- NMSU QM System Lead
- Course Designer

Christina Schaub
- QM Master Reviewer
- Instructional Consultant
- Adjunct Instructor
- Course Designer

Nancy Chartschlaa
- QM Master Reviewer
- Instructional Consultant
- Course Designer
Instructional Innovation and Quality (IIQ) focuses on:
- administration of and support for delivering education;
- encompasses Academic Technology, Distance Education, Instructional Media Services, and the Online Course Improvement Program.

IIQ goals are to:
- support the effective use of learning and emerging technologies;
- provide faculty and staff professional development;
- ensure quality in blended and online course design;
- provide services for Distance Education (DE) students, departments and colleges offering DE degree programs.
Online Course Improvement Program (OCIP): Who we are!

- Provide professional development to faculty and staff
- Implement Quality Matters to improve online course development

Our goals are to:

- ensure quality online course design;
- foster best practices in online teaching;
- support faculty through mentorship, professional development and resources; and
- promote a culture of quality in distance education for the NMSU system.

“Being part of OCIP lets me be part of a professional learning community focused on online education. Having other people to discuss strategies with is invaluable.”

-OCIP Faculty Participant
NMSU Course Developer’s Guide

Developed in response to changes in DE policies.

**Quality Matters Rubric** adopted across NMSU five campuses where it is used as a quality metric for online courses.

- “All NMSU online courses must meet a quality metric... before being offered. This metric will address standards for course design, branding, and templates.” (ARP 4.69)
Course Developer’s Guide

● Needed to address a larger audience than just participants in our PD programs
● Our response - A Guide!
  ○ Easy-to-use
  ○ Included role of Quality Matters
  ○ Course development support contact information
  ○ Process for QM Reviews
  ○ Templates for online course development

“The Course Developer's Guide is the only thing you need to use to achieve the goal of having a great online course.”

- OCIP Workshop Participant
Let’s take a look!

Use the guide that was placed on your chair or see the digital copy. The URL is on the card that was placed on your chair.

ocip.nmsu.edu/resources/cdg
“The Course Developer's Guide was very helpful, I reference it still.”

-OCIP Faculty Participant

Support and Resources

<table>
<thead>
<tr>
<th>NMSU Support and Resources</th>
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<tbody>
<tr>
<td>Academic Technology Support (Canvas)</td>
<td>learning.nmsu.edu</td>
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<tr>
<td>Distance Education</td>
<td>distance.nmsu.edu</td>
</tr>
<tr>
<td>Online Course Improvement Program</td>
<td>oicip.nmsu.edu</td>
</tr>
<tr>
<td>Online Course Improvement Program Resource Wiki (Must request access.)</td>
<td>oicipresources.pbworks.com</td>
</tr>
<tr>
<td>Quality Matters at NMSU</td>
<td>oicip.nmsu.edu/qm</td>
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Other Useful Sites

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<table>
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<tbody>
<tr>
<td>Quality Matters</td>
<td>qualitymatters.org</td>
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<tr>
<td>Teaching Academy</td>
<td>teaching.nmsu.edu</td>
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<tr>
<td>WebAIM</td>
<td>webaim.org</td>
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“The course guide helps you become familiar with the resources available for course development— not only with Canvas but with the QM Standards.”

-QM Internal Review Participant

Role of Quality Matters

Course Quality and Standards
NMSU has adopted Quality Matters (qualitymatters.org) for its peer-review, continuous improvement approach for online and hybrid courses. Quality Matters (QM) is a set of standards based upon current literature, best practices, and national standards for course design and development. These standards can be used as a framework to design, revise, and improve online and hybrid courses. QM started as a research project through Maryland Online Inc. which was supported by a Fund for the Improvement of Postsecondary Education (FIPSE) grant from the U.S. Department of Education.

Quality Metric
Per 4.69 Academic Rule for Distance Education, “All NMSU online courses must meet a quality metric, defined by the chief academic officer at each NMSU campus, before being offered.” The Las Cruces campus defines the “quality metric” for online courses as meeting the expectations of an internal course review using the Quality Matters Rubric (qualitymatters.org). The internal review is performed by a certified QM Peer Reviewer and follows the continuous improvement approach for online and hybrid courses. See the NMSU Quality Matters webpage (https://ocip.nmsu.edu/qm/) for more information.
“The Course Developer's Guide is a great tool to use in order to achieve the goal of having a great online course.”
Checklist for Online Course Development

The checklist for online course development is based on the QM Rubric (see qualitymatters.org).

1. Review each item below, noting as “Yes” “No” or “Need Support.”
2. For any item marked “No” the course developer will need to add or revise.
3. For all items marked, “Need Support,” contact the Online Course Improvement Team or Academic Technologies Team for assistance.

QM1: Course Overview and Introduction

<table>
<thead>
<tr>
<th>Standard &amp; NMSU Expectation</th>
<th>Yes</th>
<th>No</th>
<th>Need Support</th>
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<tbody>
<tr>
<td>Syllabus is made using the syllabus template or the Provost syllabus tool (see Appendix A: Syllabus Template).</td>
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</tbody>
</table>

“I LOVE the guide and the checklists for each standard. Thank you!”

-QM Internal Course Review Participant
"The course guide helped me meet the QM expectations."

-OCIP Faculty Participant

Internal and Formal Review Process - page 12

Internal Peer Review Process

The NMSU Las Cruces campus defines the “quality metric” for online and blended courses as meeting the expectations of an Internal Review using the QM Rubric. The Internal Review is performed by a certified QM Peer Reviewer and follows QM's continuous improvement approach for online and hybrid courses.
Appendix B: Course Map

Copy paste this course map to a landscape Word document and fill it out.

<Add Course Name> Course Map

Course Instructor:

Course Goals:

1. <Add course goal 1 here> (CG1)
Appendix A: Syllabus Template

This is a sample syllabus template that meets accessibility expectations. You may also consider using the digital syllabus tool found at http://provost.nmsu.edu/syllabus-resources

Text in brackets <> provides guidance for a particular heading or subheading. Delete <> and any other text that you do not need.

<Title of Course (Note: Heading 1 style used for accessibility. Do not change the heading.)>
“I LOVE the course developer’s guide—it made it so easy to meet Quality Matters expectations. Thank you!!”

- OCIP Faculty Participant

Course Developer’s Guide

- Still a work in progress!
- Collaborative and continuous improvement
- Includes feedback from users
- Began as a 12 page document
- Has grown to include templates and accessibility checklist
Group Activity

- Review the Guide for your assigned General Standard.
- Highlight the areas that address your assigned General Standard.
- Be ready to share!
- How does the guide assisting those that are new to development?
- How does the guide help meet the expectations of the QM rubric?

“Thank you for making my job of course development so much easier. The templates are awesome!”

-OCIP Workshop Participant
Answer these questions with your small group.

- How would the guide help in meeting your assigned general standard? Highlight any areas you find.
- How would the guide assist someone new to course development?
- How would it benefit someone that is an experienced course developer?
- Identify one idea or component of the guide that you find especially helpful.

“I grew as a course designer because of the guide. Thank you!”

- OCIP Faculty Participant
How the guide can help!

- Quality Matters expectations
- Information for best practice for delivering online content
- Checklist for course development
- Course map template and example
- Templates for accessible syllabus, homepages, or unit overview pages
- Accessibility checklist
- QM course review process at NMSU

“Improve your course organization by using the Course Developer’s Guide.”

- OCIP Workshop Participant
Questions?

Find a digital copy of the Course Developer’s Guide at: ocip.nmsu.edu