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Process for Utilizing a QM Approved Course by another Instructor

Once a course has gone through the QM process, all other sections of that course should use the Quality Matters approved course. The online education area does have a copy of the approved course; however, if it has been a semester since that course was approved, there is a chance links may no longer work and that minor changes have been made as the Course Representative (QMs terminology for the person who designed the course) reviews the comments of the review team. For those reasons, the best way to get the course is to have the Course Representative add the other instructors teaching it as designers and then they will have access to upload it to their own sections. Or, the other option is for the online education office to upload the version we have saved from the actual review.

Per Quality Matters, the following changes can be made and still preserve the QM approval:

- Standard 1.4: Regarding course and institutional policies with which the student is expected to comply includes any instructor-specific policies, for instance, late submission of assignments policies.

- Standard 1.8: The instructor introduction corresponds to the new instructor and is appropriate.

- Standard 3.2: If a different grading policy is in use by the unique instructor of the course, the grading policy is stated clearly.

- Standard 3.3: If different evaluation criteria are provided by the unique instructor, the evaluation criteria are specific, descriptive, and tied to the course grading policy.

- Standard 5.3: Regarding instructor turn-around times for email, discussion board involvement, and return of graded assignments.

Another area that could be changed would be to replace lecture videos by one instructor with equivalent lectures by another instructor. Overall, however, the basic content must stay the same.

It is important when a QM approved course is taught by another instructor other than the Course Representative, that we request approval to utilize the QM logo on the course for the additional instructor. To do that, we need an email statement from the instructor of exactly what was modified in the course. We take that and submit a request to QM to get approval to utilize the logo for the additional instructor.

It is imperative that we get this approval for all sections of all courses taught. If the instructor makes changes not listed above, the course will need to go through its own Quality Matters review. In that case, the new course development document needs to be completed and the course must go through a pre-review 2 months before it is taught.