MODELS FOR QUALITY AT SCALE:

HOW TO EFFICIENTLY REVIEW A PROGRAM
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LEARNING OBJECTIVES

1. Explore a process for conducting a modified Quality Matters internal review of a program.

2. Discuss strategies for scaling Quality Matters course reviews in diverse settings.

3. Develop a plan to scale a Quality Matters review at your institution.
AGENDA

1. Share the process we followed.

2. Small group discussion: *What would this look like in your environment?*

3. Large group share-out.

4. Plan a program review using provided worksheet.
## HOW TO EFFICIENTLY REVIEW A PROGRAM

**[OUR STORY]**

<table>
<thead>
<tr>
<th>Who</th>
<th>What</th>
<th>Where</th>
<th>When</th>
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| • MSU School of Social Work Program Director  
• Professors  
• MSU IT Services Instructional Designers | • The Program Director asked for QM support in the form of internal reviews for online courses | • Michigan State University | • May 2016-May 2017 |

### Why
- Revising objectives to better align to the accrediting body
- SW Program Director sought guidance on Quality Matters to check alignment
- Create a version of each online course to serve as a model

### How
- Identified a team of Quality Matters trained Instructional Designers
- Established a review schedule and a process for reviewing each course in pairs
- Check-in meetings and follow-up process to keep communication open
OUR PROCESS

STEP ONE: ASSEMBLE
Form a team
Organized a team of five Quality Matters trained Instructional Designers

STEP TWO: PLAN
Establish a schedule
Summer 16: 12 courses
Fall 16: 8 courses
Spring 17: 7 courses

STEP THREE: METHOD
Method for review
Pairs of reviewers, department-specific intake form, Google Drive folder

STEP FOUR: CHECK-IN
Check-in points
Check-in meetings with Program Director and with our team

STEP FIVE: FOLLOW-UP
Follow-up process
Follow-up process with professors, director, and team
### PROCESS: ESTABLISH A SCHEDULE

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Instructor Name/Email</th>
<th>Review Date</th>
<th>Primary Reviewer Name/Email</th>
<th>Secondary Reviewer Name/Email</th>
<th>Email Sent</th>
<th>1st Review Complete</th>
<th>2nd Review Complete</th>
<th>Consultation Complete</th>
<th>Notes</th>
</tr>
</thead>
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Make your own schedule using this Google Sheet [template](#).
PROCESS: WHY USE PAIRS OF REVIEWERS?
QUESTIONS?
DISCUSSION

What does your environment look like? What would work for you in your setting? What presents a challenge for you?
Create a plan that will work for you!
Questions?
You can email me at: yaklinbr@msu.edu
Or find me on Twitter: @BreanaYaklin