



# Tips for Growing & Managing Subscriber-Managed QM Professional Development

## Expand QM Supplemental Membership Licenses

- **Explore** Adding QM Supplemental Licenses
  - What QM courses are you managing/offering?
  - Have you added the DYOC and IYOC QM supplemental licenses?
  - Have you done a cost savings analysis? (QM managed vs. Subscriber Managed)

## Grow QM Certified Facilitators

- **Plan** 1-2 semesters prior to offering
- **Identify** your “current” certified QM facilitators
- **Recruit** “exemplary students” who completed your QM PD Classes
- **Check** with “current facilitators” of their interest in obtaining other QM certifications
- **Check** with campus administrators/departments
  - Who are the faculty leaders/mentors in online learning at the campus/dept.?
- **Check** with Faculty Development Centers
  - Who is leading faculty training in the center?
- **Check** your budget and identify how many facilitators you currently have for each QM course and determine how many you can support to grow the facilitator pool of QM certified facilitators
  - How many faculty can you support to complete QM facilitator certifications?
- **Develop** “Facilitator Recruitment Application” and **send** to faculty
- **Review** the applications and **notify** applicants (awarded, non-awarded)
- **Send** “awarded” faculty applicants the QM schedule and have them **identify** the date they can complete the QM facilitator certification (Online facilitation certifications include: AOFC, ADOFC (Must have AOFC already), IOFC, AIOFC (Must have AOFC already))
- **Register** them and **track** their completion of the registered class

## Recruit Faculty for PD

- **Develop** training website, registration page, and newsletter
  - Have you considered posting a “Welcome Video” and “testimonials” page?
- **Develop** a course decision tree
  - How do faculty know which QM course to take?
- **Check** with campus administrators
  - Is there a grant to recruit X faculty w/ X incentive to participate?
  - Is there a campus policy requirement around preparation to teach online?
  - Have you checked with faculty teaching in NEW/Existing Online Programs?



### Recruit Facilitators for PD

- **Develop** a Semester Schedule
- **Send** QM Certified Facilitators a form with the schedule asking their preference for teaching
- **DRAFT** a schedule and send out to facilitators to obtain confirmation to facilitate in X term

### Manage QM PD Courses - Coordinator

- **Schedule** and deliver a facilitator “launch” meeting before each semester
- **Send** “Welcome Video” zoom background, transcript and instructions to facilitators
- **Upload** “Welcome Videos” to video repository and ensure CC is accurate
- **Provide** “optional” weekly support meetings (e.g., grading, new to canvas users)
  - Are there NEW facilitators? (Attendance should be required for new facilitators)
- **Prepare** QM course checklists for each QM course (includes due dates)
- **Prepare** sample announcements that include due dates, campus/system information, welcome video, etc.
- **Prepare** sample grading examples (assignments and discussions)
- **Track** participant access in course sections within 2-3 days
- **Generate** list of non-active participants and “send” to campus admin. so they can remind them
- **Track** assignment completion to ensure participants are on schedule to complete on time
- **Review** “newer” facilitators grading for consistency and accuracy
- **Develop** weekly zoom speaker sessions schedule and incorporate into announcements
- **Schedule** and **deliver** a recognition event
  - Have you prepared recognition letters/certificates? (Valuable for promotion/portfolio)

### Manage QM PD Courses - Facilitator “Humanize & High Touch Model”

- **Prepare** “Welcome Video” using template & script ([Sample](#), A. Skylar IYOC)
- **Attend** facilitator launch meeting (beginning of each term)
- **Attend** weekly support meetings for grading/new to canvas users (for newer facilitators)
- **Remind/encourage** participants to attend weekly speaker sessions
- **Provide** weekly “optional” zoom office hours for participants and announce
- **Grade** within 24-48 hr. following scheduled due date for an assignment
- **Use** video and/or audio in discussions and grading as appropriate to humanize yourself
- **Remind** participants to catch up- send email to non-completers every day an activity is due
- **Provide** 3-5 additional days for participants to complete activities (min. 85% or more completed)
- **Respond** to 1/3 of all discussion posts (be active in discussions)
- **Attend** recognition event