Engaging Faculty with QM Certification via a Cohort Model

Timeline Review and Program Support
Institutional Landscape
Center for Excellence and Innovation
Quality Matters

QM Training
- Applying the Quality Matters Rubric (APQMR)
- Peer Reviewer Training (PRC)
- Master Reviewer Training (MRC)

Academic Technology Support
- CETL Certificates
- Instructional Design Consultation
- D2L Support
- Technology Tool Integration
- Technology Enhanced Teaching Strategies

Course Certifications
- Applications
- Instructor Worksheets
- Pre Conference Calls
- Instructor Worksheets
- Post Conference Calls

The Rubric
5th Edition - Checklist for Course Design

Institutional Support for QM

Quality Matters
Desire2Learn Template

Accessibility Resources and Best Practices
Course Administration support (Copy editing, link checking, citations, external resources)
Purpose of the Cohort Program

To provide structure, support and resources for faculty engagement with Quality Matters Course Review from the early stages of design through the process of certification.

- **Online modules on D2L**
  - Videos, reading materials, worksheets
- **5 face-to-face group meetings:**
  - Connect with one another - share resources
  - Optional Spring meetings to share review experiences
- **Individual consultations:**
  - Develop specific action plans for your course
Quality Matters Review Process Timeline

- Prepare
- Support Deadline
- Meet with QM Institutional Coordinator
- Review Application Due Date
- Course Worksheet
- Pre-Review Conference Call
- Post-Review
- Amendment Process
- Course Certification
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**Prepare**
Request a development course within D2L, familiarize yourself with up-to-date QM Standards, and begin working on your course. Choose an application date from the list on the QM website.
Quality Matters Review Process Timeline

**Prepare**

- **Support Deadline**: 3 weeks prior to application date. Ensure that your development course is ready for review. Upon your request, your course can be informally reviewed prior to submission.

**Meet with QM Institutional Coordinator**

**Review Application Due Date**

**Course Worksheet**

**Pre-Review Conference Call**

**Post-Review**

**Amendment Process**

**Course Certification**
Meet with QM Institutional Coordinator
Meet with the Coordinator before the application date to ensure all components are ready for submission.

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Prepare
Support Deadline
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Review Application
Due Date
Course Worksheet
Pre-Review Conference Call
Post-Review
Amendment Process
Course Certification

All application materials are due on your selected date. We recommend that your course is complete and ready for review by this date.
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**Course Worksheet**
You will be prompted to submit your Course Worksheet *within 2 weeks* of the application date. This information helps QM select the review team for your course.
### Quality Matters Review Process Timeline

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**Pre-Review Conference**

Signals the beginning of the formal review. This will take place on or before the specified Review Start Date. During this meeting, you will have the opportunity to give background on yourself and your course.
You will receive an email directing you to the Course Review Management System. Login, review feedback, and submit the Review Outcome Response within 2 weeks of the review.
## Quality Matters Review Process Timeline

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**Amendment Process**
Set dates with your review team. The feedback and amendment processes are helpful ways of improving your course. Approximately 50% of courses undergo amendments.
Quality Matters Review Process Timeline

Prepare
Support Deadline
Meet with QM Institutional Coordinator
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Course Worksheet
Pre-Review Conference Call
Post-Review
Amendment Process

Course Certification
Provided you take an active role, the amendment process continues until your course meets Quality Matters Standards. Your Coordinator and review team will help you reach this target.
<table>
<thead>
<tr>
<th>College</th>
<th>Department</th>
<th>D2L Deadline</th>
<th>Application Date</th>
<th>Review on or after:</th>
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<tbody>
<tr>
<td>Allied Health and Nursing</td>
<td>Nursing</td>
<td>11/1/2014</td>
<td>11/15/2014</td>
<td>1/15/2015</td>
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<tr>
<td>Arts and Humanities</td>
<td>Spanish</td>
<td>12/15/2014</td>
<td>12/30/2014</td>
<td>2/15/2015</td>
</tr>
<tr>
<td>Arts and Humanities</td>
<td>English</td>
<td>1/15/2015</td>
<td>1/30/2015</td>
<td>3/15/2015</td>
</tr>
<tr>
<td>Allied Health and Nursing</td>
<td>Dental Hygiene</td>
<td>1/15/2015</td>
<td>1/30/2015</td>
<td>3/15/2015</td>
</tr>
<tr>
<td>Education</td>
<td>K-12 and Secondary Ed.</td>
<td>2/13/2015</td>
<td>2/28/2015</td>
<td>4/15/2015</td>
</tr>
<tr>
<td>Allied Health and Nursing</td>
<td>Health Science</td>
<td>2/13/2015</td>
<td>2/28/2015</td>
<td>4/15/2015</td>
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Cohort Resources

COHORT PROGRAM

The Quality Matters Certification Cohort is an opportunity for instructors to collaborate with peers and instructional designers in order to enhance their online and hybrid courses. Eleven participants are enrolled in the pilot program. Thus far, four out of five courses have been approved in the initial review. The remaining six courses will go to review this month. This system has improved the faculty members’ perspective on Quality Matters certification. As a result, eleven instructors have independently reached out to ATS in order to be involved in the program during the coming academic year (2015-16).

Quality Matters is not a required standard for online courses at MSU Mankato. It is recognized as one possible method for ensuring that online courses contain information and resources that provide students with effective learning opportunities.

MSU Mankato has a significant number of faculty who have completed an ARQOMI workshop. As of April 1st, 2015, QM records show that:

- 153 faculty/staff have completed an ARQOMI workshop
- 7 faculty/staff have completed the QM Peer Reviewer Certification Course and have become QM Certified Peer Reviewers
- 7 Certified Peer Reviewers have served on course review teams
- 2 faculty/staff has completed requirements to become a QM Certified Master Reviewer
- 14 courses have received QM recognition (20 by the end of AY 2014/15)
- 33 courses have been reviewed in the QM system by faculty reviewers from Minnesota State University, Mankato

What does Quality Matters look like at MSU Mankato?
Feedback on Support

From Faculty Participants:

- Appreciation for deadlines and ‘assignments.’
- Personal attention/review/feedback
- Clear expectations dispelled uncertainty
- More familiar with Bloom’s Taxonomy and Instructional Design
- Working with other Faculty and sharing experiences and ideas
From QM Reviewers:

- “The instructor did a great job in providing an alignment between course and module objectives and the course activities and assessment”
- “These are beautifully prepared documents that would be a great model for other online instructors!”
Overall Recommendations

- Catalogue Reviewer Recommendations for future suggestions
- Streamline support to efficiently direct everyone’s time; Faculty, QMCs, and Reviewers
- Determine and sustain a Funding Model for QM support
- Recruit participants in advance
- Ask for Faculty Support, partnerships, and testimonials
Thank you!

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