|  |
| --- |
| **QUALTIY MATTERS INTERNAL REVIEW CYCLE XXXX - XXXX** |
| **Review Cycle** | **Fall XXXX** | **Spring XXXX** | **Summer XXXX** |
| **Submit Courses for Review**Faculty submit courses for internal review to their division. This can be a first or second review. |  |  |  |
| **Peer Reviewers Assigned**Two internal reviewers are assigned to review the courses. One reviewer is a subject matter expert and the second reviewer has either attended an APPQMR workshop or is a Peer Certified Reviewer.  |  |  |  |
| **Course Reviews Begin** Faculty whose courses are being review will be asked to open their courses to their reviewers |  |  |  |
| **Reviews Completed**Reviews are completed and returned to Office of Distance Education. |  |  |  |
| **Feedback**Reviews are sent to faculty developers and their divisions. |  |  |  |
| **2nd Review**If a course has not yet met expectations, the course developer will submit a written plan for meeting the needed standards. The developer can submit their revised course at any time during any of the review cycles |  |  |  |

**Quality Matters Internal Review Criteria**

|  |
| --- |
| **APPROVAL CRITERIA** |
|  |

|  |
| --- |
| **SCHEDULING OF COURSES** |
|  |

|  |
| --- |
| **PAYMENT** |
|  |

|  |
| --- |
| **QUESTIONS** |
|  |