Internal/Informal Quality Matters Review Process

Review Submission

1. Instructor (or Instructional Designer or Canvas Admin) copies the course to a sandbox. Courses connected to Banner will not be reviewed. Courses must be copied to a sandbox.
2. Instructor updates or deletes all Available From and Until dates to ensure the reviewer has access to course assessments.
3. If using a 3rd party site that requires login information, the instructor contacts the publisher (or software) representative to request login information for the reviewer.
4. Instructor (or Instructional Designer) submits a request for an Internal/Informal QM Review to both UAB QM Coordinators, Samira Laouzai (mamia38@uab.edu) and Randi Kirkland (rlk03@uab.edu).
5. A UAB QM Coordinator will email the instructor the Internal/Informal QM Review Form.
6. Instructor (or Instructional Designer) completes and emails the Internal/Informal QM Review Form to both UAB QM Coordinators, Samira Laouzai (mamia38@uab.edu) and Randi Kirkland (rlk03@uab.edu).

Active Review (3 weeks)

1. The UAB QM Coordinator assigns the review to a reviewer and provides access to the sandbox course and the completed Internal/Informal QM Review Form.
2. During the review, the Reviewer ID contacts the instructor with questions if needed.
3. The Reviewer ID completes the review (using the self-review tool in MyQM) within 3 weeks of assignment and sends the results (using the self-review tool) to QM Coordinator.
4. A QM Coordinator (Samira or Randi) reviews the recommendations for clarity and provides feedback to the reviewer. The Reviewer updates as needed.

Please Note:

- Since many of the Quality Matters specific standards assess alignment with the learning objectives, a review cannot be completed if measurable course and module objectives are not present. If the course objectives are mandated by the school and cannot be changed by the instructor, the module objectives will be used for the review. If the module objectives are also not measurable, the review will be suspended until the objectives have been revised. QM defines measurable course objectives as those that "precisely and clearly describe what learners will learn and be able to do if they successfully complete the course. Course objectives or competencies describe desired learner mastery using terms that are specific and observable enough to be measured by the instructor." Learning objectives begin with an action verb and complete the sentence, "Upon completion of this course (or module, for module objectives), the students will be able to…"
- The course is to be reviewed in the state it is in when submitted. **There should be no changes to the course shell during the review.** Changes should not occur until feedback is provided to the instructor at the conclusion of the review. The Reviewers will not make changes in the course. eLearning Instructional Designers are available to consult with the instructor after the review period to address recommended changes.

Post-Review

1. The Reviewer emails the review report pdf to the instructor and offers to meet to discuss if needed.
2. After making the changes, if you would like to submit your course for an Official QM Review to obtain certification, please contact the UAB QM Coordinators, Samira Laouzai (mamia38@uab.edu) and Randi Kirkland (rlk03@uab.edu).

Internal/Informal Quality Matters Review

To submit the course for an Internal/Informal QM Review, please provide the following information:

1. Instructor Name:

2. Instructor Email:

3. Course Prefix and Number (i.e. Univ 101):

4. Course Name:

5. Brief Course Description:

6. Course Subject:

7. Course Sandbox URL (Login to Canvas and access the sandbox course you are submitting for review. Copy the web address from the browser's address bar at the top of the page). The Canvas course shell used must be a sandbox course and not a course shell that does, has, or will have UAB students enrolled. Upon completion of the review, the course content can be copied to the course shell where students will be enrolled. If you need a sandbox course shell, please contact your school/college Canvas Administrator or the UAB Canvas Administrator, Tyler Weldon (tylerweldon@uab.edu)

    Course URL:

    Note: Course shell and all course content must be published. All assessments must be available and open. If there are "Available From" and/or "Until Date", assessments must remain open for at least 20 weeks from the date of the submission of this form.

8. Access to additional content: If an access code or login information is required to access publisher or other third-party content (McGraw-Hill Connect, Cengage MindTap, etc.), please provide access instructions and codes:

9. Access to exams: If an access code is needed for the assessment(s), please provide the code(s) and the name(s) of the assessment(s) below.

10. Indicate if you agree to the following:
    - The QM Coordinator may provide access to the sandbox course named above and its associated materials to a QM Coordinator and a Reviewer who have completed Quality Matters training.
    - I will communicate with the reviewer(s) as needed regarding the course in review.
    - I understand that if measurable learning objectives are not present in the course, the review will be suspended until the learning objectives are updated. Since many of the Quality Matters specific standards assess alignment with the learning objectives, a review cannot be completed if measurable course and module objectives are not present. If the course objectives are mandated by the school and cannot be changed by the instructor, the module objectives will be used for the review. If the module objectives are also not measurable, the review will be suspended until the objectives have been revised.
        - QM defines measurable course objectives as those that "precisely and clearly describe what learners will learn and be able to do if they successfully complete the course. Course objectives or competencies describe desired learner mastery using terms that are specific and observable enough to be measured by the instructor." Learning objectives begin with an action verb and complete the sentence, "Upon completion of this course (or module, for module objectives), the students will be able to…"
    - I understand that the Reviewer and Coordindator will not make changes to the course.
    - I will not make changes to the course during the review period.

    I agree