

Official/Formal Quality Matters Review Process

Review Submission: (1-4 weeks)

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 reviewers.
4. Course Representative (Instructor or Instructional Designer) submits a request for an Official/Formal QM Review to both UAB QM Coordinators, Samira Laouzai (mamia38@uab.edu) and Randi Kirkland (rlk03@uab.edu).
5. QM Coordinator emails the Official/Formal QM Review Form to the Course Representative.
6. Course Representative completes and emails the Official/Formal QM Review Form to the QM Coordinators.
7. QM Coordinator submits and processes a Course Review Application in MyQM.
8. QM sends the Course Worksheet to the Course Representative.
9. Course Representative completes and submits the Course Worksheet in MyQM.
10. QM Coordinator reviews and approves the Course Worksheet. **Note:** The QM Coordinator will contact the Course Representative if additional information is needed prior to approving the Course Worksheet.
11. QM Coordinator selects the QM Review Team (one (1) External Reviewer, at least one (1) Subject Matter Expert (SME), one (1) Master Reviewer/Chair).

Pre-Review: (1 week)

1. QM Coordinator provides course information & login information to the Master Reviewer/Chair.
2. Master Reviewer/Chair schedules Pre-Review call with the Review Team.
3. Mandatory Pre-Review conference call held with QM Reviewers and Course Representative.

Active Review: (3-4 weeks)

1. Reviewers actively review the course – submit scores and recommendations/feedback in MyQM.
2. Chair corresponds with Course Representative if any questions arise during the review.

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.

Post-Review:

1. Mandatory Post-Review conference call held QM Reviewers only (not the Course Representative).
2. QM notifies the Course Representative of the decision— Meets or Does Not Meet Expectations.
 - a. If course **meets expectations: (1 week)**
 - i. QM provides an image to be added to the course indicating that the course is QM Certified.
 - ii. The QM Coordinator provides statement for Course Representative to add to the course Syllabus and/or Getting Started/Start Here module to provide an explanation for the students of what it means for a course to be QM Certified.
 - iii. Course Representative accesses Final Report by logging into the [Course Review Management System](#) (CRMS).
 - iv. Course Representative submits the Review Outcome Response Form indicating that he/she has been informed that the course met QM Standards.
 - v. QM Coordinator notifies Associate Dean and Department/Program Chair that the course has been QM Certified.
 - vi. Course recognized on [QM](#) and [eLearning](#) websites.
 - b. If course **does not yet meet expectations: (Up to 14 weeks)**
 - i. Course Representative submits the Review Outcome Response Form indicating he/she has been informed that the course does not meet QM Standards.
 - ii. Instructor (and/or ID) make changes to the course.
 - iii. Course Representative edits the Amendment Form once changes have been made.
 - iv. Chair approves revisions and responds to the Course Representative.
 - v. QM notifies Course Representative that the course is certified.
 - vi. See steps i.-iv. above.

Formal/Official Quality Matters Review

To submit the course for a formal/official 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:

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.

9. Course Format (select one):
10. Also, indicate if you agree to do the following:
 - Provide access to the course named above and its associated materials to selected trained peer reviewers. (Course does not have to be active at the time of the review.)
 - Complete the Course Worksheet to provide supplemental information to the review team.
 - Communicate with the review team as needed regarding the course in review.
 - Return completed Review Outcome Response Form after receipt of the review Final Report.
 - Approved Use of QM Certification Mark: If/when the course earns QM certification, the certification mark will only be displayed on the course that earned recognition. Instructions will be provided regarding standards for display. It will not be copied to another instructor or used at another university. If the approved course is copied to another instructor or used at another university, the QM certification mark must be removed unless permission is granted from QM to use on a subsequent course.

I agree

10. Department/Program Chair Name:
(To be emailed only when the course is QM Certified.)

Department/Program Chair Email: