Distance Learning
Course Review Manual

Columbia Gorge Community College

Paula Ascher, M.Ed., Distance Learning and Instructional Technology Coordinator
Table of Contents

Introduction .................................................................................................................................................. 3
Faculty Developer ......................................................................................................................................... 4
  New Courses ............................................................................................................................................. 4
  Ongoing Courses ....................................................................................................................................... 4
Internal Review ......................................................................................................................................... 5
Peer Reviewers ............................................................................................................................................. 6
Institution Representative ............................................................................................................................ 7
  New Courses ............................................................................................................................................. 7
  Ongoing Courses ....................................................................................................................................... 7
Appendix ..................................................................................................................................................... 18
  Guidelines for Teaching Distance Learning Classes ................................................................................ 19
Introduction

Quality course design standards have been a cornerstone in the distance learning program at Columbia Gorge Community College, since 2003. Initially the college used a rubric developed by Portland Community College, and then the Quality Matters (QM) rubric around 2004, as that became available through a grant from the Fund for the Improvement of Post Secondary Education (FIPSE). The rubric was primarily used during the initial development of a new online or hybrid class. All new courses are reviewed using these standards. In the fall of 2006, CGCC strengthened its ties to Quality Matters standards by becoming a subscriber to this service.

In 2009, the department chairs voted to approve guidelines for teaching online, which included an outline of procedures for distance learning course review (see appendix for latest version), which specifies a QM review at least every three years. When enough qualified peer reviewers had been trained (requiring peer reviewer certification plus formal review experience), the first internal review was accomplished with nine online/hybrid classes in the winter of 2011. By the fall of 2012, 39 CGCC faculty had training in Quality Matters, with 18 receiving peer reviewer certification. Five instructors had become master trainers and one an online facilitator.

This manual is intended for faculty developers, peer reviewers and the institutional representative at Columbia Gorge Community College. It blends college policy with Quality Matters procedures in an effort to make the process clearer for all participants. Because each role has significantly different responsibilities, the manual addresses each role in a separate section.
Faculty Developer

New Courses

A faculty developer may or may not have a curriculum development contract. Faculty contracts for developing new hybrid or online classes are proposed by Department Chairs and signed by the Instructional Director and Chief Academic Officer. If a course has already been developed then there is no paid contract, but the instructor is still considered a faculty developer because of their role in updating the course for their own use.

Before first term course is offered Quality Matters standards will be used as a design tool in the development of distance learning classes. A discussion of the rubric is part of the Moodle Instructor Training. All distance learning classes will be evaluated using the Quality Matters standards by the Distance Learning Coordinator and Instructional Coordinator (DLITC) before the class is delivered. Payment of the curriculum development contract is dependent on the course passing Quality Matters standards.

Ongoing Courses

After an instructor has taught an online/hybrid class for at least one term, s/he is encouraged to become a qualified CGCC internal peer reviewer, which requires:

a. regular teaching of an online or hybrid class
b. certification by Quality Matters as a peer reviewer (Applying the QM Rubric (APPQMR) course plus the certification course), and
c. completion of at least one formal review per Quality Matters procedures.

Opportunities for (paid) participation in the APPQMR course and the certification course will be announced by email. CGCC offers an APPQMR course every spring term, taught online by the CGCC Online Facilitator.

After the distance learning course is offered for the second time, the instructor may request a review by QM peer reviewer.
Internal Review

Each course will be evaluated every three years by a CGCC internal peer reviewer. The instructor may ask for a formal subscriber-managed evaluation by a team of three faculty peer reviewers per QM review standards. A successful formal review results in recognition (with a QM logo) of the course in the schedule of classes. Most courses, however, will be evaluated as internal reviews with one reviewer per course.

<table>
<thead>
<tr>
<th>Term</th>
<th>Activity Timeline for Faculty Developers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter</td>
<td>Faculty developers will be notified by DLITC of upcoming (following winter term) internal review.</td>
</tr>
<tr>
<td>Spring</td>
<td>APPQMR class will be offered to prepare faculty developers for internal review.</td>
</tr>
<tr>
<td>Summer</td>
<td>Peer reviewer certification class will be offered to prepare faculty developers for internal review.</td>
</tr>
</tbody>
</table>
| Fall | 1. Orientation meeting for the winter term review will be held and review teams established.  
2. Faculty developer will receive a notice by email to complete a faculty developer worksheet. Directions for completing this form are available in this training video: http://www.youtube.com/cgcclive#p/u/3/h8wJFH_AvPY  
3. A Moodle shell will be created under the Quality Matters category for the review. The faculty developer will add the peer reviewer to the course as a student. |
| Winter | Internal reviews will be conducted.  
1. Faculty developers will be notified by email from the QM site as steps are completed by the peer reviewer.  
2. After the initial review, the peer reviewer will send the faculty developer a copy of the draft review with an email about general recommendations. If the course does not pass required standards, the faculty developer and peer reviewer may decide to meet by phone, videoconference, or in person to discuss missing standards in detail.  
3. Once the course design meets Quality Matters standards, the peer reviewer will submit the final report, which will be available to the faculty developer online.  
4. A faculty response form will be completed online by the faculty developer. Directions for filling out the faculty response form are available in this training video: http://www.youtube.com/cgcclive#p/u/2/fbYQgfQPb5M  
5. The DLITC will forward the final report to the department chair and instructional director. |
Peer Reviewers

After an instructor has taught an online/hybrid class for at least one term, s/he is encouraged to become a qualified CGCC internal peer reviewer, which requires:

a. regular teaching of an online or hybrid class
b. certification by Quality Matters as a peer reviewer (APPQMR course plus the certification course), and
c. completion of at least one formal review per Quality Matters procedures.

Opportunities for (paid) participation in the APPQMR course and the certification course will be announced by email. CGCC offers an APPQMR course every spring term, taught online by CGCC QM Online Facilitator. After steps a. and b. above are completed, the peer reviewer is also eligible to do peer reviews for the Quality Matters national system. More information about how to conduct these national reviews will be available in the peer reviewer training.

<table>
<thead>
<tr>
<th>Term</th>
<th>Activity Timeline for Peer Reviewers</th>
</tr>
</thead>
</table>
| Fall | 1. The DLITC will ask the peer reviewer if s/he is available to do an internal peer review in the winter term.  
2. An orientation meeting will be held with peer reviewers and faculty developers.  
3. The peer reviewer will receive notification of a QM rubric for the review by email from the QM system.  
4. A Moodle shell will be created under the Quality Matters category for the review.  
The faculty developer will add the peer reviewer to the course as a student. |
| Winter | Internal reviews will be conducted.  
1. The peer reviewer will do an initial review of the course on the QM site and send it to the faculty developer by copying/pasting into a document. PLEASE DO NOT SUBMIT THE REPORT YET.  
If the course does not pass required standards or have enough total points, the faculty developer and peer reviewer may decide to meet by phone, videoconference, or in person to discuss missing standards in detail. Here is a training video about how to send an initial report to a faculty developer: http://www.youtube.com/user/cgcclive?feature=mhee#p/a/u/0/CC7O2W8AP94  
2. Once the course design meets Quality Matters standards, the peer reviewer will submit the final report, which will be available to the faculty developer online. Here is a training video about how to submit the final report: http://www.youtube.com/user/cgcclive?feature=mhee#p/a/u/0/9Ov8o60Adks  
3. The DLITC will forward the final report to the department chair and instructional director. |
Institution Representative

The institution representative (IR) is the primary point of contact for the Quality Matters Program and receives all communication from QM. The IR has access to the IR Group on the QM Website and Institution Administrator access in the online rubric tool. The IR must take the APPQMR, Peer Reviewer Certification (PRC) and the IR training. At CGCC, the IR also functions as the institution’s Course Review Manager (CRM), responsible for any Subscriber-Managed course reviews.

New Courses

Before the first term the course is offered, Quality Matters standards will be used as a design tool in the development of distance learning classes. A discussion of the rubric is part of the Moodle Instructor Training. All distance learning classes will be evaluated using the Quality Matters standards by the Distance Learning Coordinator and Instructional Coordinator (DLITC), who is also the IR, before the class is delivered. Payment of the curriculum development contract is dependent on the course passing Quality Matters standards.

Ongoing Courses

<table>
<thead>
<tr>
<th>Term</th>
<th>Activity Timeline for Institutional Representative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter</td>
<td>1. Analyze QM review spreadsheet Q:\Distance Learning\Contracts\Misc forms\Quality Matters Implementation to decide which online/hybrid classes will not have been reviewed for three years by next winter term.</td>
</tr>
<tr>
<td></td>
<td>2. Send training notice to all faculty. Example email:</td>
</tr>
<tr>
<td></td>
<td>&gt;&gt;&gt; Paula Ascher 3/03/2011 12:38 PM &gt;&gt;&gt;</td>
</tr>
<tr>
<td></td>
<td>Here is a great professional development opportunity for CGCC instructors, taught by Kristen K. It is intended for faculty that have taught at least online course online. Please sign up with Kristen right away.</td>
</tr>
<tr>
<td></td>
<td>&quot;Applying the Quality Matters Rubric&quot; - May 2 to 16</td>
</tr>
<tr>
<td></td>
<td>This is a two week online training class, 8-10 hours per week. Faculty pay is $21/hour. Upon completion of the course, you can take a similarly paid one week online class, which will qualify you as a certified peer reviewer in the national network, with pay/review of $150.</td>
</tr>
</tbody>
</table>
Attached is a list of CGCC hybrid and online classes that will have a Quality Matters peer review in winter term 2012. If you are on this list, but have not taken this training before, you are especially encouraged to participate in preparation of the review.

3. Check with Kristen to see if all instructors ready for review have signed up. If not, send a reminder email.
Example email:

>>> Paula Ascher 3/16/2011 3:38 PM >>>

Hello,
I am writing to you because your hybrid or online course is scheduled for a Quality Matters course design review in winter term 2012. I know that seems like a long time from now, but I would like to strongly encourage you to take this training to prepare:

"Applying the Quality Matters Rubric" - May 2 to June 6
This is a five week online training class, approximately 2 hours per week, and your pay will be $200 to participate. To sign up, please email the trainer, Kristen K. right away.

We just completed the first ever round of these peer reviews, which are conducted by your faculty colleagues. The "reviewees" that had taken the course had a much easier time working with the process and standards. We won’t be offering the class again before winter term, so this would be the perfect time for you to do some professional development as an online instructor.

BTW, upon completion of the "Applying the Quality Matters Rubric" course, you can take a one week online class (stipend $160), which will qualify you as a certified peer reviewer in the national network, with pay/review of $150. So that could be an additional professional development step that allows you to look at courses from around the country.

Please contact Kristen or I if you have any questions about this training.

Spring

1. The Applying the Quality Matter Rubric (APPQMR) class is held.

2. After the class is finished, thank everyone, arrange for instructors to get paid, and encourage instructors to take the certification training.
Example email:

Bill,
Thank you for participating in the Applying the QM Rubric course. I am grateful for all of your time and effort because this training plays a critical role in high quality hybrid/online
course design at CGCC.

As you know, there are two parts of the training: 1) applying the rubric and 2) certification. Here is information about pay etc. for each part:

1) Rubric
Please add 15 hours of meeting time for the QM Rubric course to your signed timesheet and forward to Jensi, who can help you if you have any questions.

2) Certification
Kristen has given you information about how to enroll in the certification class at the QM web site (http://www.qmprogram.org/professional-development/register/). Please ask them to send the bill for training to me. When you complete the certification class, kindly let me know, so that I can 1) schedule you for an opportunity to participate as a reviewer in a formal QM review, and 2) coordinate your pay for eight hours of training. Pay/review is $150 and enables you to learn from other online instructors from around the country.

All the best,
Paula

Summer
1. Set up subscriber-managed formal reviews so that each newly certified peer reviewer has the opportunity to participate in a team review under the guidance of a master reviewer. Use master reviewers from CGCC as possible, and include at least one member from outside the institution.

Example email:

>>> Paula Ascher 6/21/2011 4:33 PM >>>>
Hello,
I have a draft idea for a plan for two formal QM reviews this summer/fall that I would like to run by you. The primary focus is to give our three new certified peer reviewers (Mandy W., Joyce B., and Zip K.) a chance to participate in a formal review process. (Joyce and Zip are still working on the certification course, but I am sure they will pass with flying colors!) After completing a formal review, they will be able to become internal reviewers at CGCC and participate in the next round of peer-to-peer reviews in winter term 2012.

Could you help me with the following items?:

1) Please let me know if you have questions, concerns or don’t wish to be included. I will update the plan based on your input.
2) Do you know of a certified peer reviewer and subject matter expert in theatre?

TA 101 (Instructor: Richard P.)
Team:
Master Reviewer: Andrea L.
Subject Matter Expert: ??
<table>
<thead>
<tr>
<th>Peer Reviewer: Mandy W.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 201 (Instructor Kristen K.)</td>
</tr>
<tr>
<td>Team:</td>
</tr>
<tr>
<td>Master Reviewer: Michael W. (Tillamook Bay CC)</td>
</tr>
<tr>
<td>Subject Matter Expert: Zip K.</td>
</tr>
<tr>
<td>Peer Reviewer: Joyce B.</td>
</tr>
</tbody>
</table>

BTW, the pay/reviewer last time I checked is $150 for peer reviewers and $350 for master reviewers. I would pay CGCC folks via a timesheet and non-CGCC folks as contractors. If you have any questions about how long it takes to do a review, Andrea or Kristen could answer the question better than I. The master reviewer would be the person to schedule the orientation meeting (usually online), work timeframe etc. should they accept my request.

Follow up email example:

>>> Paula Ascher 6/28/2011 4:01 PM >>>

Hello again,
Thank you all for helping me with some details about the formal reviews. Dr. Shari S. from Southwest Virginia Community College has agreed to be the subject matter expert for the theatre class review. Welcome Shari!

So here are the teams:

<table>
<thead>
<tr>
<th>TA 274 (Instructor: Richard P.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master Reviewer: Andrea L.</td>
</tr>
<tr>
<td>Subject Matter Expert: Shari S. (Southwest Virginia CC)</td>
</tr>
<tr>
<td>Peer Reviewer: Mandy Webster</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PSY 201 (Instructor Kristen K.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master Reviewer: Michael W. (Tillamook Bay CC)</td>
</tr>
<tr>
<td>Subject Matter Expert: Zip K.</td>
</tr>
<tr>
<td>Peer Reviewer: Joyce Burkhart</td>
</tr>
</tbody>
</table>

Michael and Shari,
Please create a Moodle account at CGCC: http://cgccmoodle.com/login/index.php Once you have this accomplished, kindly let me know so that I can ask Rob, our Moodle admin, to create copies of TA 274 and PSY 201 for review. He will add them to a QM category on the Moodle site so that the teams can access them easily.

I will set up Quality Matters review shells for the teams. By next week we should have the courses and the QM review shells ready. Please let me know if there are questions,
<table>
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<tr>
<th>suggestions etc..</th>
</tr>
</thead>
</table>

2. Thank and pay team members

Example emails:

>>> Paula Ascher 8/22/2011 1:27 PM >>>>
Mandy,
Thank you so much for working on this review. I really appreciate your time and effort in contributing to the team.

Because you are now a certified peer reviewer with experience on a formal review panel, you are eligible to do internal Quality Matters reviews for CGCC. Our next internal review cycle will take place in winter term. This fall I will contact you to see if you would be interested in participating. You would be paid the same, but work one-to-one with another instructor as a reviewer.

Jenifer,
Would you please fill out a timesheet and payroll authorization for Mandy W. for 7 hours for completing a Quality Matters review?

>>> Paula Ascher 8/22/2011 1:40 PM >>>>
Hello Shari,
Thank you so much for working on the team to review TA 274. We really appreciate your support and expertise.


>>> Paula Ascher 1/4/2012 10:26 AM >>>>
Congratulations to Kristen K. for having her PSY 201A Intro to Psychology - Part 1 class officially recognized for excellence by the national organization Quality Matters. This formal review will be recognized in the schedule of classes with the QM logo.

Congratulations also to Joyce B. and Zip K., who acted as certified peer reviewers after completing 11 hours of Quality Matters training. The third member of the team was Michael W., faculty member at Tillamook Bay Community College, who was both the required master reviewer and “outside institution” member.

Thank you, Kristen and team members, for your work in promoting high quality standards in distance learning at CGCC.

All the best,
Paula

Another (group) example:

Congratulations to Leigh H. and Kristen K. for receiving national Quality Matters (QM) recognition for distance learning course design. The courses reviewed will be noted in upcoming schedules of classes with the QM logo.

Also, congratulations to Linda H., Zip K. and Grace W. for completing master reviewer
cerification and to Katie S. and Gretchen G. for completing peer reviewer certification.

The following teams, led by master reviewers, completed this project:

ENG 260 Women Writers - Leigh H. (Instructor Developer), Linda H. (Master Reviewer), Andrea W. (Subject Matter Expert), Tina H. - Central Oregon Community College (External Reviewer)

PSY 202A - Kristen K. (Instructor Developer), Zip K. (Master Reviewer and Subject Matter Expert), Katie S. (Peer Reviewer), David W. - University of Western States (External Reviewer)

CG 111A - Kristen K. (Instructor Developer), Grace W. (Master Reviewer), Gretchen G. (Peer Reviewer), Suzanne A. - Portland Community College (Subject Matter Expert and External Reviewer)

Thank you to all of the team members for your work in promoting high quality standards in distance learning at CGCC.

All the best,

Paula

Fall

1. Check in with reviewers about availability.
Example email:

>>> Paula Ascher 10/05/11 8:32 AM >>>
Next term we will be our second annual peer review for online courses. Would you be willing to review a class? Last year instructors got great feedback about their online course design. The pay is $150 per review and I would do my best to pair you with someone from your subject area or department.
I will send more specific information if you would let me know about your availability to participate.
Many thanks,
Paula

2. Remind reviewees about winter term reviews. Send Doodle to find good times for online orientation meeting to reviewees and reviewers.

Example emails:

>>> Paula Ascher 10/12/11 9:57 AM >>>

Dear winter term 2012 online/hybrid class course design "reviewee",

Your faculty colleagues and I are looking forward to working with you during the upcoming annual peer review cycle for online/hybrid course design.
Kindly do the following at your earliest convenience to help us begin the process:
1) Watch this 2 minute video about QM reviews at CGCC: http://youtu.be/UfKi5O3E3q8
2) Confirm that the course listed below is the one you would like to have reviewed. (For example, if you teach a series of online or hybrid classes, you might like to have the spring term class reviewed instead of the fall one).
3) Please note that when Rob makes a shell for the review, all of the forum postings will be erased, so if you have significant content there for students, please add it to the course in another location.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATH 102</td>
<td>Leslie B.</td>
</tr>
<tr>
<td>BA 250</td>
<td>Jerry K.</td>
</tr>
<tr>
<td>CH 104</td>
<td>Rob K.</td>
</tr>
<tr>
<td>EET 121</td>
<td>Jim P.</td>
</tr>
<tr>
<td>FN 225</td>
<td>Jack B.</td>
</tr>
<tr>
<td>HPE 295</td>
<td>Andrew H.</td>
</tr>
<tr>
<td>MP 111</td>
<td>Joyce B.</td>
</tr>
<tr>
<td>MTH 111C</td>
<td>John E.</td>
</tr>
<tr>
<td>OS 245</td>
<td>Carol J.</td>
</tr>
<tr>
<td>SP 111</td>
<td>Bunni A.</td>
</tr>
<tr>
<td>SP 111</td>
<td>Diane U.</td>
</tr>
</tbody>
</table>

Many thanks,
Paula

3. Ask Rob K. to create QM shell for each class in the QM category on the Moodle homepage, adding the reviewee as the teacher. These shells will have a + sign next to them, to differentiate from other versions of the course.

>>> Paula Ascher 26/11/2012 11:14 >>>
Dear instructor,
You will find an invitation in your email from Quality Matters to fill out a faculty developer worksheet. Please complete it at your earliest convenience (before December 5). If you don't get the invitation, and it is not in your junk mail, please go to: http://www.qmprogram.org/review/index.cfm.
Here are the directions below or you can watch this 5 minute video about how to access and complete the worksheet http://www.youtube.com/watch?v=h8wJFH_AvPY&feature=plcp:
If you are having trouble answering any question, and you don't find an answer in the directions below, just use your best guess. The information is only shared with your reviewer, so you can update later.
If you have any questions about the review process, please do not hesitate to contact me.
Rob,
Would you please create copies of the shells for the following courses in the QM category? I believe we decided that they would have a plus sign + to designate them as courses that have been peer reviewed. Although the reviewers will not be looking at the classes until winter term, it would save a step if you added the reviewer now.
as a student.
Many thanks,
Paula

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Course</th>
<th>Reviewer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manuel I.</td>
<td>EMT 115</td>
<td>Joyce B.</td>
</tr>
<tr>
<td>Kristie T.</td>
<td>ENG 250</td>
<td>Andrea W.</td>
</tr>
<tr>
<td>Candy G.</td>
<td>RET 102</td>
<td>Kristen K.</td>
</tr>
<tr>
<td>Katie S.</td>
<td>SOC 205</td>
<td>Zip K.</td>
</tr>
<tr>
<td>Bill N.</td>
<td>PHL 201</td>
<td>Richard P.</td>
</tr>
<tr>
<td>Leslie B.</td>
<td>ATH 102</td>
<td>Mandy W.</td>
</tr>
<tr>
<td>Eric G.</td>
<td>CAS 170</td>
<td>Linda H.</td>
</tr>
<tr>
<td>Andrea W.</td>
<td>OS 240</td>
<td>Gretchen G.</td>
</tr>
<tr>
<td>Leigh H.</td>
<td>ENG 104</td>
<td>Katie S.</td>
</tr>
</tbody>
</table>

Directions for the faculty worksheet:
1) Please go to: http://www.qmprogram.org/review/index.cfm.
2) Login, using the email address at which you received this email. If you don't know your password, please click on "look up my account details" and follow the directions. You may need to click on "forgot my password" to retrieve a new password via your email account.
3) Once logged in, please click "my course reviews". Kindly fill out the worksheet with any information you wish to share about your course. If you don't know the answer to a question, don't worry, just fill it out as best you can, or skip the question.
4) For #7, if you are not sure, choose stand alone.
5) For #9, here is link to the vendor's statement certifying how Moodle is accessible to students with disabilities:
   http://docs.moodle.org/20/en/Moodle_Accessibility_Specification
6) For #12, here is the Website URL for standards of accessibility:
   http://www.cgcc.cc.or.us/StudentServices/StudentsDisabilities.cfm In the second part you can describe the accessibility principles this way: There are no specific policies for accessibility for online instruction. At this institution, the policies for services for students with disabilities is the same whether online or onground courses. I have included a link for the policy on the course and in the syllabus. The institution's disabilities advisor provides instructions for instructors on a student-by-student basis as needed.
7) For #13, here are some standard institutional policies: Academic Integrity, Student Conduct, Late Assignments, Incompletes, Confidentiality, Student Grievances. Regarding links to these policies, you might add: The policies for academic integrity, netiquette, confidentiality and late assignments can be found on the syllabus. The policies for student conduct, student grievances and incompletes can be found under Resources for Students/Student Information on the college's homepage.
8) For #17, upload your syllabus or other document.
9) For #20, one option is to list the syllabus as the location.
10) Click "save"
11) IMPORTANT STEP: Go back to http://www.qmprogram.org/review/workspace/my_reviews_open.cfm, choose My Open Reviews under Course Reviews, click View next to the course name, and click "submit" next to the options for faculty worksheet. On the next page, click "submit worksheet".

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The Dalles OR 97058-3434
Phone: 541-506-6035

4. Remind reviewees to fill out worksheets by end of fall term.
5. Send out reminders to reviewees to add reviewers to their course shell.

6. Send out reminder to start reviews. Preliminary scoring to be completed by the reviewer, along with a review of the syllabus, and sent to the instructor.

>>> Paula Ascher 12/14/2011 12:34 PM >>>
Dear winter term peer reviewers (Mandy, Andrea, Grace, Richard, Joyce, Eric, Linda and Kristen),

The instructors have all completed the faculty worksheet and you have been assigned to a rubric. Rob has added the course under the QM category on the Moodle site. The review is scheduled to begin and end in winter term. The goal is to help the instructor pass QM standards. If you want to begin the review earlier, please check with the instructor first. The course list is below.

Please plan to send the instructor an initial review by January 30, so that there is time for any needed follow up reviews. Kindly watch this (1-1/2 minute) video, which has more details and information about submitting the initial review: http://www.youtube.com/cgcclive#p/search/14/CC7O2W8AP94

Dear instructors (Leslie, Rob, Jim, Jack, Andrew, Joyce, John, Carol, Bunni and Diane),
Thank you for completing the faculty worksheet. The review is scheduled for winter term and you will hear more in January from your reviewer. If you want to do any editing to the course listed under Quality Matters on the Moodle site, please plan to complete your work by the beginning of winter term.

If you have any questions or concerns at any time, please do not hesitate to contact me. Thank you all for your work on quality standards in online learning at CGCC.
<table>
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<th>Course Instructor Reviewer</th>
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<td>SP 111 Bunni A. Kristen K.</td>
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<td>SP 111 Diane U. Kristen K.</td>
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### Winter

1. Send out reminder of when QM review should be finalized.

>>> Paula Ascher 28/01/2013 10:41 >>>

Dear Joyce, Zip, Richard, Mandy, Linda, Gretchen and Katie,

Most of you have already started the winter term course design reviews, but this is a reminder that the initial evaluation should ideally be completed this week.

Here is a link to a (1-1/2 minute) video, which has more details about submitting the initial review: [http://www.youtube.com/cgcclive#p/search/14/CC7O2W8AP94](http://www.youtube.com/cgcclive#p/search/14/CC7O2W8AP94)


When you are ready to submit the final review, here is a (2 minute) video for that procedure: [http://www.youtube.com/watch?v=9Ov8o60Adks](http://www.youtube.com/watch?v=9Ov8o60Adks)

Many thanks,

Paula

2. Send email about final review after Jan30.

[http://www.youtube.com/watch?v=9Ov8o60Adks](http://www.youtube.com/watch?v=9Ov8o60Adks)
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<th>Results forwarded to department chairs and instructional directors.</th>
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<td>3.</td>
<td>Pay reviewers. Congratulate reviewees and encourage any who have not taken the APPQMR to sign up for spring term.</td>
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Appendix
Requirements for Teaching Online and Hybrid Classes

The instructor is expected to:

1. Evaluate and return graded assignments in a timely manner and provide feedback on assignment to facilitate student preparation of future assignments.
2. Give an explanation of the evaluation process.
3. Maintain a list of active resources and links to appropriate online resources within the course shell.
4. Keep a record of all graded activities in a secure, private, and accurate manner.
5. Respond in a timely manner to questions regarding the course or learning materials, within a 48-hour period on weekdays, daily during the first week of the term.
6. Provide and facilitate a forum for student questions.
7. Design learning activities that promote CGCC core learning outcomes.
8. Where appropriate, encourage student-student collaboration and interaction.

Online and Hybrid Course Design Review

Faculty contracts for developing online and hybrid classes are proposed by Department Chairs and signed by the Instructional Director, Distance Learning and Instructional Technology Coordinator (DLITC) and Chief Academic Officer.

Before the first term that an online or hybrid class is offered, it is evaluated by the DLITC using the Quality Matters (QM) rubric. The DLITC will inform the department chair if the course does not meet standards. Instructors are encouraged to take QM training.

Each course will be evaluated every three years by a QM peer reviewer. The instructor may ask for a formal evaluation by a team of three reviewers per QM procedures. A successful formal review results in QM recognition in the schedule of classes.