Quality Matters Course Review Checklist for UTC Faculty

Before submitting your course for a formal internal Quality Matters review, courses should either be developed to meet the Quality Matters rubric standards, or be revised to meet the requirements of the Quality Matters rubric if the course is already developed. **We complete one formal QM review per course, and that course should serve as the Master Course.**

- Create an account with Quality Matters, using these instructions.
- Access the full Quality Matters rubric available in the Quality Matters website. To access the rubric, click on the Course Review Management System (CRMS) tab.
- Use the rubric to develop your course or to make changes to your course. Make sure that you meet these essential QM requirements:
  - Are the course student learning outcomes measurable? Are they prominently listed in the course? Measurable outcomes are worded from the student perspective using action words such as describe, define, analyze, discuss, perform, etc. Using the words “understand” and “know” are not acceptable.
  - Are the module/unit student learning outcomes measurable? Are they prominently listed in the course within each module?
  - Is there an instructor introduction in the course and an opportunity for students to introduce themselves to one another (discussion forum)?
  - Is there a “Start Here” or “Getting Started” button from the main menu so that students know where to go to get started with the course?
  - Is there a course overview video or document that describes in detail and with clarity how the course is structured and organized?
  - Are there ongoing opportunities throughout the course for students to interact with one another such as discussion boards, wikis, or group projects?
  - Are the course materials available in an accessible format? (videos are closed-captioned and PDFs are tagged [not image files])?

- Once you believe the course meets the standards in the QM rubric based on the annotations in the full rubric, complete a formal **self-review** in the Quality Matters Course Review Management System (CRMS) and submit the report to the Walker Center (wctl@utc.edu). For instructions on how to complete a self-review, watch this video. In the self-review, you will mark “met” or “not met” for each standard. If you mark “met” for a standard, you must describe how this standard is met.
- The Walker Center will review your self-review report and be in contact with you about any revisions that need to be made in the course.
- Once required revisions have been made, you will be invited by the Walker Center to submit a Quality Matters **course review application**.
- Upon approval of the application, you will receive an email from Quality Matters asking you to complete a Course Worksheet and this will be submitted through the CRMS.
- When the **Course Worksheet** is submitted, the Walker Center will review it. If revisions or clarifications are needed, you will be notified. If changes are not required, the review will officially
begin. Please note that your course should be in a sandbox in order for the Walker Center to complete the review.

- **The QM course review takes approximately 3-4 weeks.** The review is done by a team of 3 certified Quality Matters reviewers at UTC. To pass the review, the required QM standards (21 standards) and some of the additional standards must be met so that a passing score of 85 is attained. The reviewers evaluate the course on each of the QM standards and determine if the standard was “met” or “not met” based on evidence in the course and the annotations of each standard. Reviewers make recommendations on standards so that you can make changes to improve the course. Ratings and recommendations are compiled into a final report.

- You will receive an email from Quality Matters when the **final report** is available to you in the CRMS. If the course receives a score of at least 85, your course is now internally certified as a Quality Matters course. If your course receives a score less than 85, revisions are required.

- You will submit the **Response Form** in the CRMS to finish the QM course review process. If you are required to make revisions, the Review Team Chair will review the changes and you will be notified if the revised course meets the standards at the 85% level.