

Preparing for a Quality Matters Course Review Checklist

When should a course be submitted for an internal Quality Matters course review at Valencia? Quality Matters course reviews are designed for mature courses that have been taught previously and for courses that are fully developed online (including hybrid formats) such that reviewers can see all components.

The following checklist can help you determine if a course is ready to be submitted for review:

- _____ Has the faculty developer/instructor completed the Quality Matters Peer Reviewer training and current QM Refresher training?
- _____ Has the faculty developer/instructor taught the course in an online or hybrid format for at least two terms (at the time the course is reviewed)?
- _____ Is the course designed in a completely online or a hybrid format?
- _____ Has the course been designed according to current and approved College Course Outcomes?
- _____ Has the faculty developer/instructor had time to review the current Quality Matters rubric and make modifications before the review?
- _____ Are the course-level outcomes specified and are there module/unit outcomes for each of the course module/units? *The lack of course-level outcomes and module/unit-level objectives are among the most frequently missed standards.*
- _____ If the course uses email in any part of the instruction or orientation/welcome documents, is this information made available to the review team? *Examples of such email exchanges should be provided to the review team during its review of the course.*
- _____ Are all course activities, including all audio-visual components, available to the review team? *Sometimes instructors make assignments “not available” after a specified “due date.” All such assignments will need to be available to the review team.*
- _____ Are all discussion board questions/topics and assessment tools available for review by the team? *Although the course will be reviewed in a development space (not active with enrolled students or student work) it is important that all activities, assignments and assessments are available for review by the review team.*
- _____ Can the review team see and experience the course as a student would?