

# Quality Matters Peer Course Review Process

## I. Pre-review

1. In approximately two weeks after you have submitted your course on the FIU Online Quality Matters website, you (the faculty course developer) will receive an automated email from Quality Matters (QM) with instructions to fill-out the *Instructor's Worksheet*. The *Instructor's Worksheet* provides the faculty peer-reviewers with vital information about your course. It is imperative that you fill-out this form as soon as possible and submit it according to the directions from QM.
2. The FIU Online institutional representative and you will receive an automated confirmation email from QM that you have successfully submitted the *Instructor Worksheet*.
3. The institutional representative will create a backup copy of your course in a special account for you and the review team to access. All student identities will be obscured. Any changes recommended by the review team will need to be made to this copy of your course.
4. The institutional representative will email the entire review team (includes two QM reviewers, one QM master reviewer, the faculty course developer, and the institutional representative) to introduce the team and provide log-in and payment instructions for the reviewers.

## II. The official review

1. The master reviewer will set up a conference call within a week of the introduction e-mail to go over the calendar of events and to clarify any questions the reviewers have for the faculty course developer about the course.
2. The official review will take approximately 3-4 weeks. There is nothing for you to do during this time. However, the review team may contact you by email if they have a question.
3. You will receive an automated email from QM informing you of the outcome of the review.

## III. Post-review

If your course successfully passes QM
You must complete a Faculty Response Form. QM will provide the form.
QM will list your course on their website.
QM will provide an official QM logo and a certificate to display as desired.
FIU Online Quality Assurance team will list your course on the FIU Online website and send you a letter for your portfolio.
FIU Online Quality Assurance team will notify the director of online learning and your department chair.
FIU Online Quality Assurance team will officially acknowledge your course during the next FIU Online annual conference.

Table 1

If your course needs revision
QM will send you a link to a course amendment form that lists the areas in your course that need revision.
You will have approximately 14 weeks to make the necessary revisions. The Quality Assurance team and/or your instructional designer can assist you.
You will fill out the amendment form detailing the changes you made and submit to QM.
The original master reviewer will ensure that the changes meet QM and sign-off on the course.
<i>If your course successfully passes QM, review Table 1.</i>
If perchance you do not complete the revisions with the 14 week time frame, your course will be ineligible for QM certification.

Table 2