

# DSC QM Peer Review Process

## Semester Prior to Review

| <u>What</u>                                                                                                                                                                                                                                                                                          | <u>Who</u> | <u>When</u>                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------------------------|
| Select classes that will undergo the peer review process                                                                                                                                                                                                                                             | QMC        | Mid semester prior to review |
| <b>Quick overview of the courses</b> <ul style="list-style-type: none"> <li>Review course structure, identify placement of current CLOs and MLOs</li> </ul>                                                                                                                                          | QMC, ID    | Semester prior to review     |
| <b>Communicate to chairpersons and CRs who's courses are selected for the upcoming DSC Peer Review; share documentation (map &amp; outcome resources)</b> <ul style="list-style-type: none"> <li>Communicate how CLOs and MLOs must be present in the course to begin the review process.</li> </ul> | QMC        | Mid semester prior to review |

## Course Preparation Semester

*\*Peer Reviewers (PRs)/InfoGuides—develop helpful text and video content for the InfoGuide during the fall semester*

| <u>What</u>                                                                                                                                                                                                                                                                                                                          | <u>Who</u>                                 | <u>When</u>                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|--------------------------------------|
| <b>Initial email with instructions on logging into the QM site and accessing documentation.</b> <ul style="list-style-type: none"> <li>Foundation shell question</li> </ul>                                                                                                                                                          | QMC                                        | Planning week                        |
| <b>Create(rename) QM foundation shell and set gradebook to drop ungraded items and automatically release final grade (enroll CR, PR, PRC)</b> <ul style="list-style-type: none"> <li>Enroll PR, PRC under Reviewer_eMentor role in foundation shell</li> </ul>                                                                       | ID                                         | Planning Week                        |
| <b>Peer Reviewer Meeting</b>                                                                                                                                                                                                                                                                                                         | QMC, PR, PRC, ID                           | Planning Week                        |
| <b>Kickoff meeting:</b> <ul style="list-style-type: none"> <li>Review <i>course prep</i> documents, and current CLOs, MLOs</li> <li>Schedule the follow-up meeting with design team</li> <li>Bookmark peer review folder in internet browser</li> </ul>                                                                              | QMC, CR, PR, PRC, ID                       | 1 <sup>st</sup> week of the semester |
| <b>Complete course map (update CLOs, MLOs for alignment)</b> <ul style="list-style-type: none"> <li>Access publisher content (if necessary)</li> </ul>                                                                                                                                                                               | CR, support from ID, PR, PRC               | Weeks 2-4 of semester                |
| <b>2<sup>nd</sup> Review CLOs and MLOs for measurability, alignment, and consistency.</b>                                                                                                                                                                                                                                            | QMC, ID, PR, PRC                           | Week 5 of semester                   |
| <b>Complete QM self-review</b> <ul style="list-style-type: none"> <li>PRC will schedule and meet with CR to support them through the process and answer questions pertaining to the rubric</li> <li>Upload copy of the self-review to shared peer review folder</li> <li>ID will complete Standard 8 Accessibility review</li> </ul> | CR, with weekly support from PR, PRC<br>ID | Weeks 6-8 of semester                |
| <b>Use the self-review document to prepare recommendations for course design update.</b>                                                                                                                                                                                                                                             | ID, PRC, PR, CR                            | Weeks 9-12 of semester               |

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| <ul style="list-style-type: none"> <li>Devise action items to provide to CR during the first design team meeting.</li> <li>Meet and collaborate with CR to redesign the course in preparation for a full review.</li> <li>CR will use preview link for their upcoming syllabus and link in course content (for review).</li> </ul> |                              |                        |
| Communicate with QMC that course is ready for review                                                                                                                                                                                                                                                                               | ID                           | Week 12 of semester    |
| Initiate the course review in the CRMS                                                                                                                                                                                                                                                                                             | QMC                          | Week 12 of semester    |
| Complete the Course Review Worksheet                                                                                                                                                                                                                                                                                               | CR with support from PR, PRC | Week 13-14 of semester |

## Course Peer Review Semester

*\*Peer Reviewers (PRs) /InfoGuides—develop helpful text and video content for the InfoGuide during the spring semester*

| <u>What</u>                                                                                                                                                                                                                                                                                                                      | <u>Who</u>       | <u>When</u>             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-------------------------|
| <b>Peer Reviewer Committee meeting</b> <ul style="list-style-type: none"> <li>Schedule weekly PR/PRC review meetings</li> <li>Review Divide &amp; Conquer documentation</li> </ul>                                                                                                                                               | QMC, PR, PRC, ID | Planning week           |
| Review Standard 1                                                                                                                                                                                                                                                                                                                | PR, PRC          | Week 1 of semester      |
| Review Standard 2                                                                                                                                                                                                                                                                                                                | PR, PRC          | Week 2 of semester      |
| Review Standard 3                                                                                                                                                                                                                                                                                                                | PR, PRC          | Week 3 of semester      |
| Review Standard 4                                                                                                                                                                                                                                                                                                                | PR, PRC          | Week 4 of semester      |
| Review Standard 5                                                                                                                                                                                                                                                                                                                | PR, PRC          | Week 5 of semester      |
| Review Standard 6                                                                                                                                                                                                                                                                                                                | PR, PRC          | Week 6 of semester      |
| Review Standard 7                                                                                                                                                                                                                                                                                                                | PR, PRC          | Week 7 of semester      |
| Review Standard 8                                                                                                                                                                                                                                                                                                                | ID               | Week 8 of semester      |
| <b>Post-review meeting</b> <ul style="list-style-type: none"> <li>Submit course review in CRMS</li> </ul>                                                                                                                                                                                                                        | QMC, PR, PRC, ID | Week 9 of semester      |
| <b>QMC schedules/conducts Final Draft Report Meeting</b> <ul style="list-style-type: none"> <li>Schedule follow-up meeting with IDs</li> </ul>                                                                                                                                                                                   | QMC, CR, ID      | Week 10 of the semester |
| <b>Review Close-Out Requirements:</b> <ul style="list-style-type: none"> <li>Complete Outcome Response Form</li> <li>Make necessary changes to the course to ensure all essential standards are “Met”</li> <li>Complete Amendment Form</li> <li>Incorporate revised course map into final foundation shell (optional)</li> </ul> | CR, ID           | Weeks 10-13 of semester |
| <ul style="list-style-type: none"> <li>Follow-up with PRC to advise that the amendment form is ready for approval (if necessary)</li> </ul>                                                                                                                                                                                      | QMC              | Week 13 of the semester |
| Review changes, approve amendments, and close review. Reach out to QMC for questions.                                                                                                                                                                                                                                            | PRC              | Week 14 of semester     |
| <b>Follow-up with Department Chairs to get sections for the FloridaShines Catalog</b> <ul style="list-style-type: none"> <li>Create spreadsheet with course information and send to Faith Testerman</li> </ul>                                                                                                                   | QMC              | Week 15 of semester     |
| Unenroll Peer Reviewers from QM Foundation Shells                                                                                                                                                                                                                                                                                | ID               | Week 15 of semester     |