Peer Review Process Timeline

Semester Prior to Review – End of Spring/Summer

What	Who	When
Identify courses for the peer review process. • Review the course structure.	QMC, ID	Semester prior to review
Inform chairpersons and Course Representatives (CRs) whose courses have been selected for the upcoming Peer Review cycle. • Provide the necessary documentation, including the course map template and resources. • Notify the CRs that CLOs & MLOs are required as part of the course design and review process. • Enroll CRs in the Learning Objectives & Alignment (LOA) training.	QMC	Semester prior to review

Course Preparation Semester – Fall

What	Who	When
Initial email with instructions for logging into the QM site and accessing documentation. • Confirm the syllabus section to be reviewed, whether a foundation shell exists, and if publisher materials are being used	QMC	Planning week
Set up QM PR foundation shell • Set the gradebook to drop ungraded items and automatically release final grades • Enroll CR as instructor; PR, PRC under Reviewer_eMentor role • Add link in Content to syllabus and set to hidden	ID	Planning Week
Peer Reviewer Meeting • QMC assigns tasks in Project for the Web • PRC will maintain the Project for the Web checklist throughout the PRP • Schedule kickoff meetings	QMC, PR, PRC, ID	Planning Week
Finish the LOA course by the end of the week.	CR	Planning Week
Kickoff meeting: • Review course prep documents and FC shell • Review current CLOs and MLOs (course map) • Bookmark shared folder in internet browser • Schedule the follow-up meeting with design team	QMC, CR, PR, PRC, ID	1st week of the semester
Complete course map (update CLOs, MLOs for alignment) • Access publisher content (if applicable)	CR (PRC, PR support)	Weeks 2-4 of semester
Final review of CLOs & MLOs for measurability, alignment, and consistency.	QMC, CR, PRC, PR, ID	Week 5 of semester
Complete QM self-review • Review team will meet with CR to provide support *(answer questions about the rubric, SRS annotations, decisions, and the use of CRMS)* • ID will complete the Standard 8 Accessibility review	CR (PRC, PR, ID support)	Weeks 6-8 of semester

What	Who	When
• CR will upload a copy of the self-review to the shared folder after submitting it in CRMS		
Design and Implementation Phase: • All roles will review the self-review document and prepare recommendations for course design. • CR will choose an upcoming live syllabus to edit for review (replace existing hidden link in content). • Design team will meet and collaborate with CR to redesign the course in preparation for a full review.	ID, PRC, PR, CR	Weeks 9-12 of semester
Notify QMC that course is ready for review	PRC	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 – Spring

What	Who	When
Peer Reviewer Committee meeting • PRC schedule weekly PR/PRC review meetings	QMC, PR, PRC, ID	Planning week
Conduct Course Review: • Review Standards 1-7 • ID will review Standard 8	PR, PRC, ID	Weeks 1 through 4 for Course A Weeks 9 through 12 for Course B
Post-review meeting: • Confirm all SRS have been completed • Review evidence for scope • Review suggestions for five characteristics • Submit course review in CRMS	QMC, PR, PRC, ID	Week 5 for Course A Week 13 for Course B
Final Draft Report Meeting: • Complete Outcome Response Form • Review close-out requirements	QMC, CR, ID	Week 5 for Course A Week 13 for Course B
Amendment phase (if necessary): • Make necessary changes to the course to ensure all essential standards are "Met" • Complete Amendment Form	CR, ID	Weeks 6 through 7 for Course A Weeks 13 through 14 for Course B
Review changes, approve amendments, and close review.	PRC	Week 8 for Course A Week 15 for Course B
Unenroll Peer Reviewers from QM Foundation Shells	ID	End of term
Follow-up with Department Chairs to get sections for the FloridaShines Catalog • Create spreadsheet with course information and send to IT-Instructional Resources	QMC	End of semester