

# Peer Review Process:

## Course Representative (CR)

The Course Representative (CR) is a faculty representing the online course being reviewed. This individual will participate in the course review process and is someone with working knowledge of the course. The Course Representative is responsible for facilitating changes to the course shell after a course review as well as answering questions related to the course during the review. The Course Representative's name will appear with the institution name, course name, and number in the FloridaShines catalog. A course shell certified under the Multi-section policy will allow for all sections using that specific master to be certified; therefore, allowing all faculty member names, course, and section numbers using that course shell to appear in the FloridaShines catalog.

The steps below provide an overview of the Quality Matter Internal Review Process.

### Preparation for Course Review (Prior semester)

*Collaboration: with Department Chair*

- Complete the Online Course Review Checklist.
  - All items on the checklist to be completed prior to the initial meeting
  - Question regarding the items on the worksheet
    - Call (386) 506-3485
    - Email: [FIC@daytonastate.edu](mailto:FIC@daytonastate.edu)
  - 1 Subject Matter Expert (SME) - appointed by Dept Chair to serve as a resource for questions arising from the Review Team regarding the subject matter
- Begin working on the Course Review Worksheet within the Course Review Management System (CRMS).

### Preliminary Action Items (2 weeks)

Week 1 (Fall or Spring Planning)

- *No action items*

Week 2

*Collaboration: with Department Chair:*

- Provide access to the publisher content, if needed.
- Finalize the [Course Review Worksheet](#).
- Participate in the initial review meeting lead by the Dean of Online Studies

[Key Terms Defined](#)

(Note: You may use the [Navigation Pane](#) to browse this document at any time.)

## Pre-Review Process (1 Week)

### Week 3

- *No action items*

## Internal Review Process (4 weeks)

### Week 4

- Actively monitor email for questions and follow-up

### Week 5 - 7

- Actively monitor email for questions and follow-up

## Post Review Processes (2 weeks)

### Week 8

- Access to Final Report is available on Friday

### Week 9

- Review the Final Report and complete the [Outcome Response Form](#).
  - [Tutorial Video](#)
  - Request support from the QMC in completing the Outcome Response Form if necessary

## Course Revisions: (approximately 1-2 major semesters)

### 1-2 major semesters

#### *Collaboration: as a member of the Design Team*

- Participate in the kick-off meeting which initiates the course revision phase

#### *Collaboration: as a member of the Design Team*

- Participate in ongoing meetings and/or communication with members of the Design team (eMentor and Instructional Designer) to discuss course revisions.
- Revise the course based on the feedback provided on the final report

## Post-Revisions (3 weeks)

- Complete and submit the [Amendment Form](#) which is available in the CRMS.
  - [Tutorial Video](#)

### [Key Terms Defined](#)

(Note: You may use the [Navigation Pane](#) to browse this document at any time.)

## Key Terms Defined

**Amendment Form** - The Course Representative (CR), will make all necessary revisions to a course after the review period, then complete and submit the amendment form detailing the changes that occurred for each standard. This [amendment form](#) is in the CRMS.

**Course Representative (CR)** - This individual will participate in the course review process and should be someone with working knowledge of the course. The Course Representative will also be responsible for facilitating changes to the course as well as answering questions related to the course. In official reviews, this individual's name will appear with the institution name, course name and number in the QM online Registry of Certified Courses.

**Course Review Checklist** - The course review checklist will allow the Course Representative (CR) and the Department Chair to review specific QM standards (2.1,2.2, 3.1, 4.1) and make other important decisions prior to the initial meeting with the QMC.

**Course Review Management System (CRMS)** - Quality Matters portal for course Reviews.

**Course Review Worksheet** - The Course Representative uses the Course Worksheet to provide general information about the course for the review team to use as they're reviewing a course. Several Rubric Standards also contain annotations that direct reviewers to look for information supplied on this Worksheet.

**Design Team** - The design team collaborates to revise a course that has undergone the internal DSC QM peer review process. A team of three appointed by the Dean of Online Studies tasked with collaborating to revise a course following an internal review at the college. The team includes the Course Representative, an Instructional Designer, and an eMentor. This team is unique to DSC (Daytona State College).

**FloridaShines High Quality (HQ) Indicator** - Florida Online Course Design Quality reviews can result in a High Quality (HQ) designation. This designation results from a course being reviewed by three trained reviewers, meeting all QM essential standards, **receiving at least 85% of the available points on the QM Rubric**, and providing

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alternative means of access to course materials in formats that meet the needs of diverse learners.

**FloridaShines Quality (Q) Indicator** - Florida Online Course Design Quality reviews can result in a Quality (Q). This designation results from a course being reviewed by two trained reviewers, meeting **all QM essential standards**, and providing alternative means of access to course materials in formats that meet the needs of diverse learners.

**Master Reviewer (MR)** - The Master Reviewer manages the review process and provides guidance on the interpretation of the Rubric Specific Review Standards. The Master Reviewer completes all the responsibilities and expectations of a Peer Reviewer, additionally, they: initiate contact with the review team, convene a pre-review conference call, coach team, review report, convene post-review conference call, submit final report, remind team to complete post review survey, and approve amendments (if applicable).

**Outcome Response Form** - The Course Representative (CR) will receive an email notification with the results of the course review. The Course Representative will review the final report, which includes helpful recommendations from the Peer Reviewers. The Course Representative will then complete and submit the Outcome Response form and select the option stating that the necessary improvements will be made to the course within the allocated timeframe. This [outcome response form](#) is in the CRMS.

**Peer Reviewer (PR)** - The Peer Reviewer is a member of the review team and is responsible for the following: participate in a pre-review conference call, solve technical issues immediately, observe confidentiality and intellectual property rights, communicate with review team, advocate for the student point of view, complete individual review, participate in a post-review conference call. Serves as the eMentor on the Design Team.

**Quality Matters (QM)** - An international, U.S-based, non-profit organization specializing in standards, processes, and professional development for quality assurance in online and blended learning.

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**QM Coordinator (QMC)** - The Dean of Online Studies; responsible for coordinating all components of the Peer Review Process, ensuring that all stakeholders are trained and prepared to participate in the Peer Review process, and is the liaison between Quality Matters and Daytona State College.

**QM Essential Standards** - Twenty-three (23) out of the 42 standards from the Quality Matters Rubric deemed essential to course design. Meeting the Essential QM standards will equate to a course design receiving a score of at least 69/100 points on the QM Rubric.

**Review Team** - Two to three QM-Certified Peer Reviewers (faculty) responsible for reviewing online courses at the college during the internal review process; one peer reviewer will serve as the Master Reviewer (MR). The departmental Chairperson will serve as the Subject Matter Expert (SME) on the review team. Instructional Designers will provide support for the review.

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