

Course Review Checklist

Preparation for Review

In preparation for the Review of your Online Course, complete and check off the following items prior to meeting with the QM (Quality Matters) Coordinator.

- Review the Standards- QM Higher Education Rubric, 6th ed.
 - Contact the Faculty Innovation Center for a physical copy of the Quality Matters Rubric (386) 506-3485, FIC@daytonastate.edu)
- Review [The concept of Alignment](#)
- Program/Course Learning Outcomes (CLOs) – SRS 2.1
 - Measurable
 - Collaborate with the **Department Chair** and the **Department of Institutional Effectiveness** for support with alignment questions
 - Resources¹ for creating measurable objectives are in the endnote of this document
 - Listed in the course shell
- Module Learning Objectives (MLOs) – SRS 2.2
 - Measurable and consistent with Program/Course Learning Outcomes
 - Collaborate with the **Department Chair** and the **Division of Online Studies** for support with alignment questions
 - Resources for creating measurable objectives are in the endnote of this document
 - Listed in the course shell
- Assessments – SRS 3.1
 - Verify that course assessments are being used to determine whether students have achieved mastery of the stated Learning Outcomes/Objectives.
- Activities – SRS 5.1
 - Verify that course activities are providing practice with feedback to students as they work towards the mastery of the stated Learning Outcomes/Objectives.

- Department Chair appoints a Subject Matter Expert (SME)
 - Subject Matter Expert (SME) appointed by Dept Chair to serve as a resource for questions arising from the Review Team during the Peer Review. Be prepared to share this information with the QM coordinator during the initial meeting.

- Revision Phase: Master course
 - Decide if you would like to make course revisions in the current master course or submit a request to have a new master shell created. Select an option below and be prepared to share this information with the QM coordinator during the initial meeting.
 - In the current master
or
 - [Submitting a request](#) to create a new master course shell

¹ Learning Outcome/Objective Resources:

- [Writing Measurable Outcomes and Learning Objectives](#)
- [Measurable Goals and Objectives](#)
- [Writing Course/Learning Outcomes and Learning Objectives](#)
- [Writing in Bloom: Writing Measurable Learning Objective](#)
- [ASU's Learning Objective Builder](#)