

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
Quick overview of the courses <ul style="list-style-type: none"> Review course structure, identify placement of current CLOs and MLOs 	QMC, ID	Semester prior to review
Communicate to chairpersons and CRs who's courses are selected for the upcoming DSC Peer Review; share documentation (map & outcome resources) <ul style="list-style-type: none"> Communicate how CLOs and MLOs must be present in the course to begin the review process. 	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>
Initial email with instructions on logging into the QM site and accessing documentation. <ul style="list-style-type: none"> Foundation shell question 	QMC	Planning week
Create(rename) QM foundation shell and set gradebook to drop ungraded items and automatically release final grade (enroll CR, PR, PRC) <ul style="list-style-type: none"> Enroll PR, PRC under Reviewer_eMentor role in foundation shell 	ID	Planning Week
Peer Reviewer Meeting	QMC, PR, PRC, ID	Planning Week
Kickoff meeting: <ul style="list-style-type: none"> Review <i>course prep</i> documents, and current CLOs, MLOs Schedule the follow-up meeting with design team Bookmark peer review folder in internet browser 	QMC, CR, PR, PRC, ID	1 st week of the semester
Complete course map (update CLOs, MLOs for alignment) <ul style="list-style-type: none"> Access publisher content (if necessary) 	CR, support from ID, PR, PRC	Weeks 2-4 of semester
2 nd Review CLOs and MLOs for measurability, alignment, and consistency.	QMC, ID, PR, PRC	Week 5 of semester
Complete QM self-review <ul style="list-style-type: none"> PRC will schedule and meet with CR to support them through the process and answer questions pertaining to the rubric Upload copy of the self-review to shared peer review folder ID will complete Standard 8 Accessibility review 	CR, with weekly support from PR, PRC ID	Weeks 6-8 of semester

Use the self-review document to prepare recommendations for course design update.	ID, PRC, PR, CR	Weeks 9-12 of semester
<ul style="list-style-type: none"> • Devise action items to provide to CR during the first design team meeting. • Meet and collaborate with CR to redesign the course in preparation for a full review. • CR will use preview link for their upcoming syllabus and link in course content (for review). 		
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>
Peer Reviewer Committee meeting	QMC, PR, PRC, ID	Planning week
<ul style="list-style-type: none"> • Schedule weekly PR/PRC review meetings • Review Divide & Conquer documentation 		
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
Post-review meeting	QMC, PR, PRC, ID	Week 9 of semester
<ul style="list-style-type: none"> • Submit course review in CRMS 		
QMC schedules/conducts Final Draft Report Meeting	QMC, CR, ID	Week 10 of the semester
<ul style="list-style-type: none"> • Schedule follow-up meeting with IDs 		
Review Close-Out Requirements:	CR, ID	Weeks 10-13 of semester
<ul style="list-style-type: none"> • Complete Outcome Response Form • Make necessary changes to the course to ensure all essential standards are “Met” • Complete Amendment Form • Incorporate revised course map into final foundation shell (optional) 		
<ul style="list-style-type: none"> • Follow-up with PRC to advised that the amendment form is ready for approval (if necessary) 	QMC	Week 13 of the semester
Review changes, approve amendments, and close review. Reach out to QMC for questions.	PRC	Week 14 of semester

Follow-up with Department Chairs to get sections for the FloridaShines Catalog <ul style="list-style-type: none">• Create spreadsheet with course information and send to Faith Testerman	QMC	Week 15 of semester
Unenroll Peer Reviewers from QM Foundation Shells	ID	Week 15 of semester