

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, CR, 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 | 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 Provide ID with a copy of the self-review | CR, with weekly support from PR, PRC | 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 |

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|---|------------------------------|---------------------|
| <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. | | |
| 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 of semester |
| Communicate with QMC that course is ready for review | ID | Week 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 <ul style="list-style-type: none"> • Schedule weekly PR/PRC review meetings | 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, PR, PRC | Week 8 of semester |
| Post-review meeting <ul style="list-style-type: none"> • Submit course review in CRMS | QMC, PR, PRC, ID | Week 9 of semester |
| QMC schedules/conducts Final Draft Report Meeting <ul style="list-style-type: none"> • Schedule follow-up meeting with IDs | QMC, CR, ID | Week 10 of the semester |
| Review Close-Out Requirements: <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) | CR, ID | Weeks 10-13 of semester |
| <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 |