# Internal Review Process: Course Reviewer

1. When the list of courses that will be reviewed during a semester is determined, the QM coordinator will list the courses in the Internal Review schedule, and the reviewers will be assigned to a predetermined number of reviews at the beginning of the semester.
   1. You will immediately have access to the review shell and will be enrolled as a student
   2. You will have access to the CRMS and can begin filling out the report immediately after being assigned to a course
   3. There may be a short delay in gaining access to the instructional materials depending on their OER status or the use of an LTI.
   4. The number of reviews you are assigned will vary depending on the professional development taken and the facilitation of APPQMR workshops.
2. Once the QM Coordinator adds you to the course in MyQM, you will be able to access information about the course. To access the course:
   1. Log in to MyQM
   2. Click on the CRMS at the top of the screen
   3. Click the Drop-down menu plus sign next to My Course Reviews in the left-hand menu
   4. Click on Open Course Reviews
   5. Click the page icon next to the course number of the course you are currently reviewing
3. Review the submitted Course Worksheet to access:
   1. The Course Map (if available)
   2. A List of the CLOs
   3. A List of the MLOs
   4. Review whether the course encourages learner-learner interaction
   5. Any additional notes
4. Edit the Final Report
   1. Access the Final Report in the same locations as the Course Worksheet
   2. Fill in the Evidence and Suggestions section for each standard in the CRMS
      1. If the Standard is MET, please write a minimum of where you found the content that met the standard in the evidence section though you can add more information if you would like. Please also write a minimum of N/A in the Suggestions section, though you can add more information or suggestions for improvement if you like.
      2. If the Standard is NOT MET, please detail in the evidence section your reasoning as to why the standard is not met based on the evidence you have found in the course. Please also write a detailed helpful recommendation that will clearly explain to the faculty course developer how the standard can be met.
      3. Due to the nature of online courses as FSW, i.e. the use of “Masters” shared among faculty, some content that is required to meet a standard may not be “filled in”. Examples would include the absence of a completed syllabus, no filled out faculty introduction page, and no filled out communication policy. It is the practice of eLearning to mark standards such as these as “Met” if there is an obviously placeholder for this information (usually written in red) for the faculty member to fill out when they receive the shell.
   3. **Optional**: If there is more than one reviewer reviewing the same course, it is suggested that the reviewers meet (online or in person) to discuss the standards they disagree on or are unsure of once they have both filled out the Final Report. The reviewers can also break up the content of the course ahead of time so only one person is reviewing certain sections **if they plan to meet**. i.e. Reviewer 1 looks at the assessments of Modules 1 -8 and Reviewer 2 looks at the assessments of Modules 9-16
5. Each member of the review team should submit their version of the Final Report so that the CRMS system can compile the different submissions.
   1. All of the initial course reviews assigned will be due approximately the same day that the certification courses are put on hiatus near the end of a term.

**The content of the remaining steps is only visible to the Coordinator labeled as the Team Chair in the CRMS, but the other team members are also responsible for overseeing the amendment process.**

1. Determine if you are the Team Chair
   1. Log into MyQM and access the course information as previously directed
   2. Scroll all the way down to the bottom of the course information page
   3. Look at the list of individuals connected to the course review and their roles
   4. If the role next to your name is Chair, you are the Team Chair for this review.
2. After the Team Chair and all other members of the Review Team have submitted their individual Final Reports, the Team Chair must submit the compiled Final Report so that the Course Representative gains access to it. Submit the compiled Final Report by
   1. Logging into MyQM and access the course information as previously directed
   2. Locating the Final Report section
   3. Clicking Submit
3. Once the Team Chair has submitted the compiled Final Report, the QM Coordinator will communicate the results and next steps to the faculty course developer.
4. If the course requires amendments, the faculty course developer will have 14 weeks from the conclusion of the review to revise the design aspects of the course that were considered Not Met.
   1. The Faculty Course Developer is only required the meet the standards that are marked as Essential (3 points) and enough additional standards to reach a quantitative score of 85 points to finish the review process.
5. As Team Chair, you will receive two different email notifications if the required standards have not been met.
   1. The first will be the Review Response Form notification indicating the Course Representative will be amending the course based on the suggested revisions. This should be received within two weeks of the conclusion of the review. At this point, no action is required on your part.
   2. The second email will arrive after the course has been amended. It will inform you that the Amendment Report has been submitted by the Course Representative, and that the Team Chair can now review the course for the changes.
6. The review team members will review the amendments made to the course and compare them against the Final Course Report to determine if the formerly Not Met Standards are now Met. The team can either accept or reject the amendments through the CRMS Amendment Sheet and additional comments can be made.
   1. The Team Chair is the only review member who has the ability to review and submit the Amendment Form and will need to share its content with the other review members.
   2. Access the Amendment Form by
      1. Logging into MyQM and access the course information as previously directed (again this must be done in the Team Chair’s account)
      2. Click the “Edit” link next to the Amendment Form
      3. Review the description of the each Not Met standard and the accompanying Revision Notes which detail how the instructor changed the course to meet the standard.
      4. For each standard, the group should determine if the standard is now Met.
         1. If the standard is now Met, click the Chair’s Approval check box under that standard.
         2. If the standard is still Not Met, add comments in the additional contents section as to why the standard is still not met and what can be done to fix it.
      5. Once each standard has been reviewed, the Team Chair should click the “Submit Complete Worksheet” button at the bottom of the page and confirm the submission.