# Preparatory Review Timeline
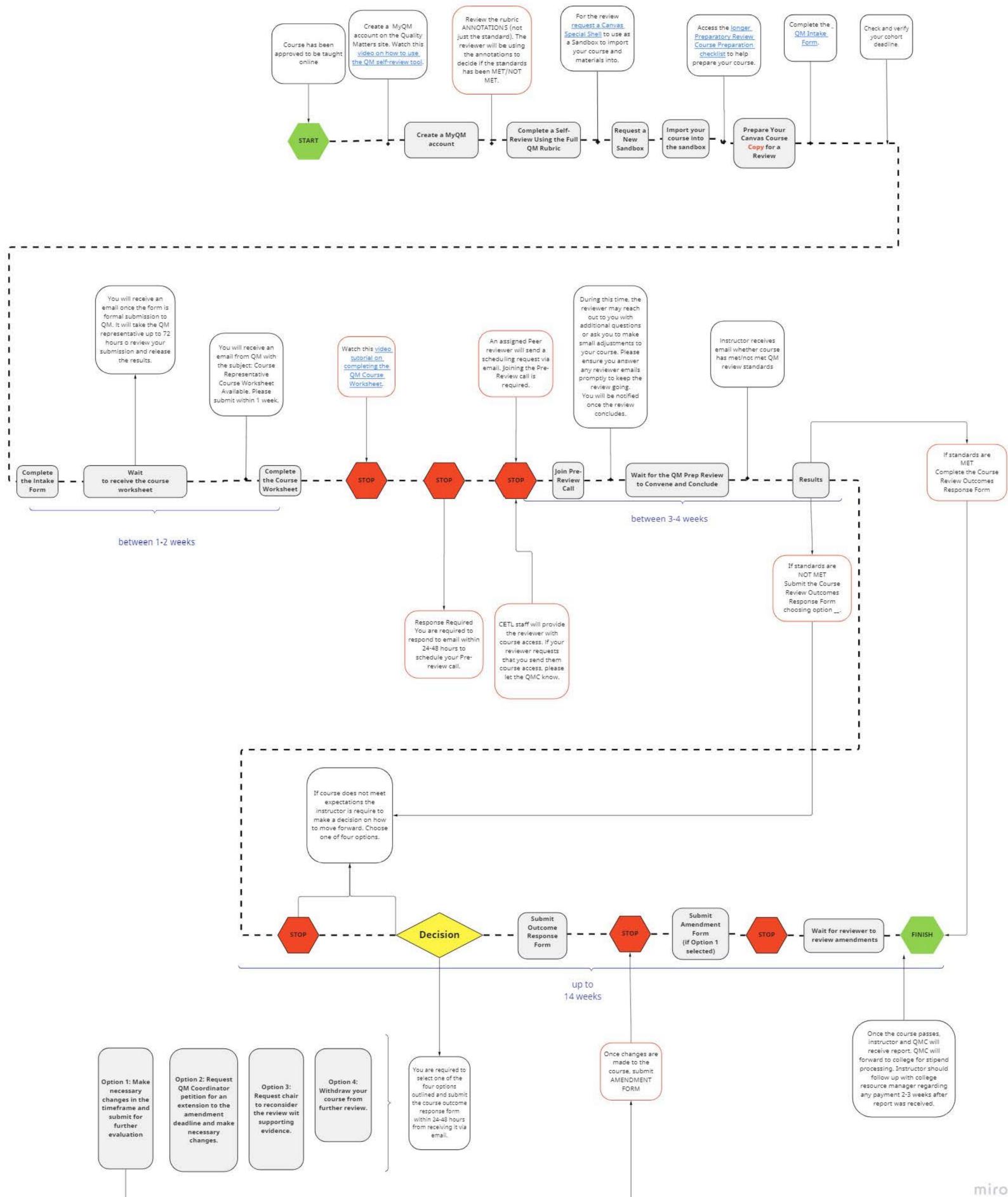
Course has been approved to be taught online

Create a MyQM account on the Quality Matters site. Watch this video on how to use the QM self-review tool.

Review the rubric ANNOTATIONS (not just the standard). The reviewer will be using the annotations to decide if the standards has been MET/NOT MET.

For the review request a Canvas Special Shell to use as a Sandbox to import your course and materials into.

Access the longer Preparatory Review Course Preparation checklist to help prepare your course.

Complete the QM Intake Form.

Check and verify your cohort deadline.

**START** → Create a MyQM account → Complete a Self-Review Using the Full QM Rubric → Request a New Sandbox → Import your course into the sandbox → Prepare Your Canvas Course **Copy** for a Review

You will receive an email once the form is formal submission to QM. It will take the QM representative up to 72 hours o review your submission and release the results.

You will receive an email from QM with the subject: Course Representative Course Worksheet Available. Please submit within 1 week.

Watch this video tutorial on completing the QM Course Worksheet.

An assigned Peer reviewer will send a scheduling request via email. Joining the Pre-Review call is required.

During this time, the reviewer may reach out to you with additional questions or ask you to make small adjustments to your course. Please ensure you answer any reviewer emails promptly to keep the review going. You will be notified once the review concludes.

Instructor receives email whether course has met/not met QM review standards

Complete the Intake Form → Wait to receive the course worksheet → Complete the Course Worksheet → **STOP** → **STOP** → **STOP** → Join Pre-Review Call → Wait for the QM Prep Review to Convene and Conclude → Results

If standards are MET Complete the Course Review Outcomes Response Form

between 1-2 weeks

between 3-4 weeks

If standards are NOT MET Submit the Course Review Outcomes Response Form choosing option __.

Response Required You are required to respond to email within 24-48 hours to schedule your Pre-review call.

CETL staff will provide the reviewer with course access. If your reviewer requests that you send them course access, please let the QMC know.

If course does not meet expectations the instructor is require to make a decision on how to move forward. Choose one of four options.

**STOP** → **Decision** → Submit Outcome Response Form → **STOP** → Submit Amendment Form (if Option 1 selected) → **STOP** → Wait for reviewer to review amendments → **FINISH**

up to 14 weeks

Option 1: Make necessary changes in the timeframe and submit for further evaluation

Option 2: Request QM Coordinator petition for an extension to the amendment deadline and make necessary changes.

Option 3: Request chair to reconsider the review wit supporting evidence.

Option 4: Withdraw your course from further review.

You are required to select one of the four options outlined and submit the course outcome response form within 24-48 hours from receiving it via email.

Once changes are made to the course, submit AMENDMENT FORM

Once the course passes, instructor and QMC will receive report. QMC will forward to college for stipend processing. Instructor should follow up with college resource manager regarding any payment 2-3 weeks after report was received.

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