

DSC QM Peer Review Process

Semester Prior to Review – End of Spring/Summer

What	Who	When
Select classes that will undergo the peer review process	QMC	Semester prior to review
Quick overview of the courses <ul style="list-style-type: none"> Review course structure 	QMC, ID	Semester prior to review
Communicate to chairpersons and Course Representatives (CRs) who's courses are selected for the upcoming DSC Peer Review <ul style="list-style-type: none"> Share documentation (course map template & resources) Communicate to the CR that CLOs & MLOs are required as part of the course design & review process. Enroll CR in Learning Objectives & Alignment (LOA) training. 	QMC	Semester prior to review

Course Preparation Semester – Fall

What	Who	When
Initial email with instructions on logging into the QM site and accessing documentation. <ul style="list-style-type: none"> Syllabus section for review question Foundation shell question Schedule kickoff meeting 	QMC	Planning week
Create or Rename QM foundation shell <ul style="list-style-type: none"> Set gradebook to drop ungraded items and automatically release final grade Enroll CR as instructor Enroll PR, PRC under Reviewer_eMentor role in foundation shell (FC shell) Add link in Content to syllabus (selected by CR) and set to hidden 	ID	Planning Week
Peer Reviewer Meeting <ul style="list-style-type: none"> PRC assign tasks in Project for the Web PRC will maintain the Project for the Web checklist throughout the PRP 	QMC, PR, PRC, ID	Planning Week
Complete the LOA course by end of the week's final day.	CR	Planning Week
Kickoff meeting: <ul style="list-style-type: none"> Review course prep documents and FC shell Review current CLOs and MLOs (course map) 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 applicable) 	CR, support from ID, PR, PRC	Weeks 2-4 of semester
2nd Review CLOs and MLOs for measurability, alignment, and consistency.	QMC, ID, PR, PRC	Week 5 of semester
Complete QM self-review	CR, with weekly support from PR, PRC, ID	Weeks 6-8 of semester

What	Who	When
<ul style="list-style-type: none"> • PRC will schedule and meet with CR (provide support, answer questions about the rubric SRS annotations, decisions, and using the CRMS) • ID will complete Standard 8 Accessibility review & notify design team of findings • CR will submit in CRMS then upload copy of the self-review to shared peer review folder 		
Design and Implementation Phase: <ul style="list-style-type: none"> • All roles will review the self-review document. • ID will prepare recommendations for course design. • CR will choose an upcoming live syllabus to edit for review (add as hidden link in course content). • Design team will meet and collaborate with CR to redesign the course in preparation for a full review. 	ID, PRC, PR, CR	Weeks 9-12 of semester
Notify QMC that course is ready for review	PRC	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 – Spring

What	Who	When
Peer Reviewer Committee meeting <ul style="list-style-type: none"> • PRC schedule weekly PR/PRC review meetings 	QMC, PR, PRC, ID	Planning week
Conduct Course Review: <ul style="list-style-type: none"> • Review Standards 1-7 • ID will review Standard 8 	PR, PRC, ID	Start of Spring A for Course A; Start of Spring B for Course B
Post-review meeting: <ul style="list-style-type: none"> • Confirm all SRS have been completed • Review evidence for scope • Review suggestions for five characteristics • Submit course review in CRMS 	QMC, PR, PRC, ID	Mid-Spring A for Course A; Mid-Spring B for Course B
QMC schedules/conducts Final Draft Report Meeting <ul style="list-style-type: none"> • Schedule follow-up meeting 	QMC, CR, ID	Mid-Spring A for Course A; Mid-Spring B for Course B
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 (if necessary) 	CR, ID	End of Spring A for Course A; End of Spring B for Course B
(If Necessary) Review changes, approve amendments, and close review.	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 IT-Instructional Resources 	QMC	End of semester
Unenroll Peer Reviewers from QM Foundation Shells	ID	End of semester