

DSC-QM Peer Review Process

Key Terms Defined

Amendment Form – The Course Representative (CR) will make all necessary revisions to a course after the review period, then complete and submit the amendment form detailing the changes that occurred for each standard. The [amendment form](#) is in the CRMS.

Course Map - The course map is completed by the Course Representative (with the support of the review team). The course map is a visual overview of the alignment between Course Learning Objectives (CLOs), Module Learning Objectives (MLOs), instructional materials, learning activities, and assessments. The course map is required for the Seventh edition of the Quality Matters Rubric.

Course Representative (CR) – This individual will participate in the course review process and should be someone with working knowledge of the course. The Course Representative will also be responsible for facilitating changes to the course and answering questions related to it. In official reviews, this individual's name will appear with the institution name, course name and number in the QM online Registry of Certified Courses.

Course Review Management System (CRMS) – Quality Matters [portal](#) for course Reviews.

Course Review Worksheet - The Course Representative (CR) uses the [Course Worksheet](#) to provide general information about the course for the review team to use as they are reviewing a course. Several Rubric Standards also contain annotations that direct reviewers to look for information supplied in this Worksheet.

Design Team – The design team, appointed by the Dean of Academic Innovation, is tasked with collaborating to revise an online course for internal review. The team includes the Course Representative (CR), a Peer Review Chair (PRC), a Peer Reviewer (PR), and an Instructional Designer (ID). This team is unique to Daytona State College.

FloridaShines High Quality (HQ) Indicator - [Florida Online Course Design Quality](#) reviews can result in a High Quality (HQ) designation. This designation results from a course being reviewed by three trained reviewers, meeting all QM essential standards, **receiving at least 85% of the available points on the QM Rubric**, and providing alternative means of access to course materials in formats that meet the needs of diverse learners.

FloridaShines Quality (Q) Indicator - [Florida Online Course Design Quality](#) reviews can result in a Quality (Q). This designation results from a course being reviewed by two trained

reviewers, meeting **all QM essential standards**, and providing alternative means of access to course materials in formats that meet the needs of diverse learners.

Foundation Course (FC) - The foundation course shell for review will be created by the ID or if an existing foundation shell exists (formerly known as “master” shell), it will be rebranded using the new identifier name (QM Peer Review FC). The Foundation Course (FC) is not a live shell (no students are enrolled). Course Representatives will identify if a foundation course already exists and provide the link to the ID or if one should be created for review.

Instructional Designer (ID) - The Instructional Designer (ID) helps implement course design changes identified in the initial self-review and any design changes needed to ensure all essential standards (22) are met (if necessary). The ID will support the review team by completing the Standard 8 review.

Peer Reviewer Chair (PRC) – The Peer Reviewer Chair (PRC) manages the review process and provides guidance on the interpretation of the Rubric Specific Review Standards. The PRC completes all the responsibilities and expectations of a Peer Reviewer (PR), additionally, they: schedule and lead twice monthly virtual meetings with the design team, ensure project deadlines are maintained, review report, submit final report, remind team to complete post review survey, and approve amendments (if applicable).

Outcome Response Form – The CR will receive an email notification with the course review results. The CR will review the final report, which includes helpful recommendations from the Peer Reviewers. The CR will then complete and submit the Outcome Response form and select the option stating that the necessary improvements will be made to the course within the allocated time (if applicable). The [outcome response form](#) is in the CRMS.

Peer Reviewer (PR) – The Peer Reviewer (PR) provides guidance on the interpretation of the Rubric Specific Review Standards, participates in twice monthly virtual meetings with the design team, conducts a divide and conquer review, and discusses final report with the CR.

Quality Matters (QM) – An international, U.S.-based, non-profit organization specializing in standards, processes, and professional development for quality assurance in online and hybrid learning.

QM Coordinator (QMC) – The Dean of Academic Innovation; responsible for coordinating all components of the Peer Review Process, ensuring that all stakeholders are trained and prepared to participate in the Peer Review process, and is the liaison between Quality Matters and Daytona State College.

QM Essential Standards – Twenty-two (22) out of the 44 standards from the Quality Matters Rubric deemed essential to course design. Meeting the Essential QM standards will equate to a course design receiving a score of at least 86/101 points on the QM Rubric.

Review Team – Two QM-Certified Peer Reviewers (faculty) responsible for reviewing online courses at the college during the internal review process; one peer reviewer will serve as the PRC. One ID provides support for the review team by completing the accessibility review (Standard 8).

Self-Review - The CR is responsible for completing the Self-Review in the QM CMRS. While being edited, the CR is the only one who can view the self-review (design team members cannot access). Once completed, the CR will upload a copy to their peer review folder to share with others.