PREPARING FOR AN ONLINE COURSE PEER REVIEW

1. TRAINING

☐ Has the instructor taken the Quality Matters™ APPQMR training?

☐ Has the instructor taken the Quality Matters™ APPQMR refresher training? (applicable when the Rubric version changes)

2. GENERAL REQUIREMENTS FOR COURSES

☐ Has the instructor taught the online course for 2 or more terms at Clovis Community College?

☐ Has the course been designed in a completely online format?

☐ Has the course been designed according to current and approved course outcomes?

☐ Has the instructor had time to review the rubric and make modifications to their course?

☐ Does the course have *clearly stated* and *measurable* learning objectives (outcomes)?

☐ Does the course have *alignment* between outcomes, resources, learning activities, and assessments?

☐ Does the course avoid the "PowerPoint, Quiz, Repeat" (correspondence course) format?

☐ Does the course have a variety of active learning opportunities for students (instructor-student, student-student, student-content)?

3. APPLICATION FOR PEER REVIEW (THE PROCESS CANNOT CONTINUE WITHOUT DIVISION CHAIR APPROVAL)

☐ Has the instructor spoken with their Division Chair about submitting their course for peer review?

☐ Has the instructor submitted an application requesting an online course peer review?

☐ Has the Division Chair submitted approval to the Technologist for the course to move forward in the review process?

4. AFTER APPLICATION ACCEPTANCE

☐ Has the Technologist provided the instructor with the Instructor Worksheet and the *Responsibilities for Online Course Accessibility* document?

☐ Has the instructor filled out and submitted the Instructor Worksheet to the Technologist?

☐ Has the instructor acknowledged the *Responsibilities for Online Course Accessibility* document and submitted back to the Technologist?

5. PEER REVIEW TEAM ACCESS
(TECHNOLOGIST WILL CREATE A SHELL TO COPY TO AND USE FOR THE PEER REVIEW ONCE ALL STEPS IN PART 3 ARE COMPLETE)

☐ Are all modules, assignments, quizzes, discussions, and other tools such as audio-visual components available and unlocked for the peer review team?

☐ Are any external tools used in the course available for the peer review team to access (SAM, Aplia, MyMathLab, etc.)?

☐ Can the peer review team see and experience the course through the perspective of a student?

ONCE ALL REQUIREMENTS ARE MET, THE TECHNOLOGIST WILL ASSIGN AND CONFIRM A PEER REVIEW TEAM OF 3 MEMBERS. THE ASSIGNED REVIEW TEAM CHAIR WILL CONTACT THE INSTRUCTOR AND ARRANGE A PRE-REVIEW CONFERENCE TO DISCUSS THE *INSTRUCTOR WORKSHEET* AND ADDRESS ANY QUESTIONS/CONCERNS PRIOR TO THE COURSE REVIEW.