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| **QUALTIY MATTERS INTERNAL REVIEW CYCLE XXXX - XXXX** | | | |
| **Review Cycle** | **Fall XXXX** | **Spring XXXX** | **Summer XXXX** |
| **Submit Courses for Review** Faculty submit courses for internal review to their division. This can be a first or second review. |  |  |  |
| **Peer Reviewers Assigned** Two internal reviewers are assigned to review the courses. One reviewer is a subject matter expert and the second reviewer has either attended an APPQMR workshop or is a Peer Certified Reviewer. |  |  |  |
| **Course Reviews Begin**  Faculty whose courses are being review will be asked to open their courses to their reviewers |  |  |  |
| **Reviews Completed** Reviews are completed and returned to Office of Distance Education. |  |  |  |
| **Feedback** Reviews are sent to faculty developers and their divisions. |  |  |  |
| **2nd Review** If a course has not yet met expectations, the course developer will submit a written plan for meeting the needed standards. The developer can submit their revised course at any time during any of the review cycles |  |  |  |

**Quality Matters Internal Review Criteria**

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| **APPROVAL CRITERIA** |
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| **SCHEDULING OF COURSES** |
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| **PAYMENT** |
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| **QUESTIONS** |
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