Academic Technology Services

Internal Review Process

STEP 1
...
ATS will introduce the faculty to the assigned Peer Reviewer/Instructional Designer

STEP 2
...
Kick off meeting: Peer Reviewer/Instructional Designer will meet with the faculty

STEP 3
...
Faculty will review their course and fill out the review document

STEP 4
...
Faculty will give the Peer Reviewer course access

STEP 5
...
Faculty will provide the Peer Reviewer/ID with completed review document

STEP 6
...
Peer reviewer will start reviewing the course (Duration time: 3 weeks)

STEP 7
...
Peer Reviewer meets with the faculty to go over score of the review and discuss course suggestions

STEP 8
...
Faculty apply requested adjustments to the course (Duration time: 4 weeks)

STEP 9
...
Peer reviewer reviews course changes, provides feedback (if applicable) (Duration time: 2 weeks)

STEP 10
...
Upon completion of course meeting QM standards, ATS will forward the course to the Chancellors Office.

STEP 11
...
Chancellors Office will contact the faculty to start the QM Formal Review process