

QE 2 Course Peer Review

Quality Essentials 2 Peer Review Process



STEP 1

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

STEP 2

...

ATS will email the starter kit to both the faculty and the Peer Reviewer

STEP 3

...

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

STEP 4

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Faculty will use the peer review template and provide evidence of standards

STEP 5

...

Faculty will give the Peer Reviewer course access

STEP 6

...

Peer reviewer will review the course [3 weeks] using the peer review [template](#)

STEP 7

...

Peer Reviewer meets with the faculty to go over final score and recommended suggestions

STEP 8

...

Faculty applies suggested adjustments in their course [3 weeks]

STEP 9

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Peer reviewer reviews confirms course changes, provides feedback if needed [1 weeks]

STEP 10

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Faculty will submit their peer review document in the designated BeachBoard dropbox folder

STEP 11

...

ATS will determine completion status and process payment for disbursement if requirements are met

Suggested Timeline

JAN 17



JAN 23



JAN 24



FEB 13



FEB 14



MAR 6



MAR 7



MAR 13



SUMMER

- ✓ Program Begins
- ✓ Orientation (January 18 due to holiday)
- ✓ Conduct a self-review and in the Course Review document include evidence of your the standard lives within your course.
- ✓ Provide your Peer Reviewer with your Course Review document to get started.
- ✓ Peer Reviewer review starts
- ✓ Peer Reviewer Review ends
- ✓ Faculty adjustments starts
- ✓ Faculty adjustments ends
- ✓ Peer Reviewer checks for adjustments starts
- ✓ Peer Reviewer checks for Adjustment ends
- ✓ Program ends
- ✓ Payment disbursed