



**MINUTES**  
**Quality Matters (QM) Pilot**  
**Implementation Task Force**  
**Wednesday, February 4, 2015**  
**10:30 a.m. – 12:00 p.m.**  
**USF Sarasota-Manatee (USFSM), C 306**

**Present:** Diane Fulkerson (Library); Timi Hager (E-Learning); Bonnie Jones (Institutional Research); Colleen Lord (COE); Dina Osborn (COE); Brianne Reck (COE); Anthony Spall (E-Learning); Carol Vance (COB), Pat Wilson (COE)  
**Regrets:** Susan Fulton (CAS)  
**Recorder:** Christine Rock, (Academic Affairs)

## **1. Meeting Agenda**

### **a. Introductions**

### **b. Task Force Charge**

- Faculty Senate will sign off on the implementation plan prior to implementation.
- QM will be piloted for 2015 (spring, summer, fall).
- QM data will only be used in aggregate for administrative purposes. Faculty members can request their own individual data.
- Faculty will evaluate AM at the end of 2015 and may choose to replace it with a different system.
- The task force will deliver a pilot implementation plan by the end of February.

### **c. Components**

- The QM Rubric
  - QM workbooks were distributed
  - Faculty do not have to be trained to apply the rubric to their course
- Peer Review Process
  - This is for faculty interested in becoming a peer reviewer
  - An option is to initially partner with USF St. Petersburg for a larger peer reviewer pool
  - This process is faculty-driven with a faculty-centered review team
  - A successful team should include an odd number of individuals consisting of faculty, faculty from the college of the course under review, a system representative, a library representative and/or an instructional designer
- Course Certification
  - Internal Review
    - Course would be reviewed internally prior to a QM external review



- External Review
  - QM review (an internal review will be prior to an external review)
  - QM logo may be used once the course is nationally certified by QM
  - Courses may be listed on the QM website once nationally certified

#### **d. Implementation Pilot Plan**

- Phase 1 – QM Rubric
  - Professional Development - Train and familiarize faculty, face-to-face, with the rubric
  - Rubric training is 7.5 hours
  - Peer reviewer training is only available online (approximately 2 weeks, 20-40 hours to complete)
  - A peer reviewer can be available through QM to do national reviews
  - Master reviewer training is also available
- Phase 2 – Course Review
  - Internal review team
    - A qualified course would be one that has been taught for at least 1-2 semesters online, includes refinements, the faculty's use of the QM rubric, and an instructional designer
    - Official course review takes approximately 4-5 weeks
  - Continue to train faculty

## **2. Things to Consider**

### **a. Specific Goals & Objectives**

- QM policies and guidelines will be developed for faculty
- Location of the policies and guidelines for faculty access needs to be determined
- QM standards could possibly be added to the syllabus template
- Review one (1) course per semester, 2-3 per year
- Incorporate a Quality Matters webpage on the USFSM website by February 12, 2015
  - To include agendas, minutes, implementation pilot plan, QM links, showcase courses and faculty that get certified
- Initial faculty to get rubric training is key
- Determine which faculty are already QM certified/teach online
- Research what courses qualify to be online or hybrid
- Of the 5 faculty, 2-3 advance to certified peer reviewer
- Faculty rubric training, possibly 5 per semester
- It was recommended to review what is already online for quality
- Frame implementation pilot by the end of February 2015
- There is the option to apply for formal recognition of our implementation plans through QM, there is no extra charge
- Generate the implementation pilot document to include how to frame the process, decision points, realistic goals and timelines, roll-out plan, how to work with the colleges.



- A determination needs to be made if percentages or hard numbers be used. It was suggested hard number would work best.
- The baseline data and shell will be sent to the faculty.
- The goal is by the February 19<sup>th</sup> the QM Implementation Pilot document should be finalized.

**b. Measurements**

- Comprehensive surveys to evaluate students (classroom vs. online) difference in the student outcomes
- QM Implementation Pilot plan feedback on the feedback process

**c. Outline Data Required for Accreditors**

- SACS-COC documentation

**d. Benchmarks**

- # of Faculty to be trained
  - Faculty rubric training, possibly 5 per semester
  - Of the 5 faculty, 2-3 advance to certified peer reviewer
- # of courses to be reviewed annually
  - Review one (1) course per semester, (2-3) per year
- It was suggested to add benchmarks during the review process, such as six months and at one year.

**e. Resources**

- For sustainability and mentoring

**QM Reference Links:**

Quality Matters Website: <https://www.qualitymatters.org/>

Implementation plans: <https://www.qualitymatters.org/subscriptions/implementation-plans>

Sample plans: <https://www.qualitymatters.org/sample-implementation-plans>

Quality Matters website, [www.qualitymatters.org](http://www.qualitymatters.org), was reviewed. The University of Indianapolis 3-year plan was used as an example.

Dr. Osborn, the Faculty Senate and the Deans will review the QM Implementation Pilot Plan prior to distribution.

**Future Quality Matters Meeting Dates are:**

Thursday, February 12, 2015, 10:30 am – 12:00 pm

Thursday, February 19, 2015, 10:30 am – 12:00 pm

**Meeting Adjourned at 12:00 pm.**