

MINUTES

**Quality Matters (QM) Pilot
Implementation Task Force
Thursday, February 12, 2015
10:30 a.m. – 12:00 p.m.
USF Sarasota-Manatee (USFSM), A203A**

Present: Diane Fulkerson (Information Commons); Susan Fulton (CAS); Timi Hager (E-Learning); Colleen Lord (COE); Dina Osborn (COE); Brianne Reck (COE); Anthony Spall (E-Learning); Carol Vance (COB); Pat Wilson (COE)

Regrets: Bonnie Jones (Institutional Research)

Recorder: Christine Rock (Academic Affairs)

1. Review and Approval of Minutes

Motion: A motion was made by Dr. Pat Wilson to approve the minutes with revisions. The motion was seconded by Dr. Carol Vance. All were in favor. Motion passed.

2. Introductions

3. USFSM QM Webpage

Anthony Spall presented the many features of the rough draft copy of the QM webpage. Anthony made notes on the document as feedback and suggestions were given. One suggestion for the website was to include under the session description area, a video record each QM topic. It was suggested to also note that video will be available.

4. Discovery – What We Learned in the Past Week

A report was compiled listing faculty that received Sloan and QM training. Research was done to determine which faculty have online/hybrid experience.

5. Collaboration on Pilot Implementation Plan Document

The document was reviewed. Several modifications were recommended. Anthony made notes to the document changes.

6. Specific Goals and Objectives

• **Course Reviews per Semester**

There will be one (1) course reviewed per semester beginning in the Summer of 2015 semester. The course review and selection criteria policies need to be developed.

• **Rubric Training**

It was recommended to have five (5) faculty per semester receive rubric training beginning in the Summer 2015 semester. Once completed with this level of training, it is important to note that this is considered professional development and not service. Which faculty will be considered? Faculty that already have online experience or have a course to place online. They will receive rubric training, and begin developing their course for online.

A reviewer must have the rubric training first prior to becoming a peer reviewer. The next level, after achieving the peer reviewer certification, is to become a master reviewer. Details for this level will be discussed later.

- **Criteria for Faculty Peer Review Training**

- Internal Review

- There needs to be a minimum of three (3) faculty members to do an internal review. Canvas will be used for reviews. Participation as a peer reviewer will count as service. It is anticipated there will be compensation for this level of service. The specifics still need to be determined. Another option is to create a pool of peer reviewers with USF St. Petersburg to be available for internal peer reviews. It is suggested to create a pool of peer reviewers for situations where there may not be enough peer reviewers available within a department. In this case, a peer reviewer can be selected from the pool. The QM standard is that a minimum of three (3) faculty peer reviewers need to do a peer review. It is anticipated there will be approximately 8-10 trained peer reviewers by the end of the pilot. Policies need to be determined on how this process will be dictated. An internal recognition process needs to be determined. A recognition area will be added to the website to showcase the QM courses and faculty certifications.

- It was reiterated that any data reported will only be used in the aggregate.

- QM Reviewer

- QM reviewer policies need to be determined.

- QM Course Certification

- It is best to submit the most difficult course to QM. Once certified

7. **Measurements/Benchmarks**

- **Course Reviews Timeline & Anticipated Reviews**

- It was determined that there will be one (1) course reviewed per semester beginning in the Summer of 2015 semester

- **Professional Development Timeline & Anticipated Participants**

- It was determined that there will be approximately five (5) faculty per semester receive rubric training beginning in the Summer 2015 semester.

Dr. Colleen Lord will update the faculty senate with a QM overview and share the Governance section. Once the pilot is finalized in one year, what is the faculty senate's expectation?

Monthly reports will be generated for future communication.

Adjournment