



Instructions for Quality Matters Stipend Application

Faculty can only go through this process for one course at a time. They can prepare courses anytime, but the QM process is significant and resources for course reviews are limited. Online courses are the property of Glenville State College. See Board of Governors Policy 52. Currently the stipend is set at \$500 but is subject to change and faculty should inquire before starting the process.

Step I. Take QM training

Interested faculty contact the online coordinator to register for the initial Quality Matters course titled “Applying the Quality Matters Rubric”. Faculty must successfully complete this course to be eligible for the stipend.

Step II. Apply QM basics to online course

Faculty apply what they have learned through QM in developing or updating their online course.

Step III. Fill out application form

Once course has been developed or updated faculty fill out Quality Matters Stipend Application and submit it to the Online Coordinator for review and initial approval. Once initial approval is given the application is submitted to the corresponding Department Chair.

Step IV. Department Chair reviews application

Department Chair will review application and follow one of two pathways depending on course readiness for peer review:

- If course is ready for QM peer review the Chair, or other qualified individual, will review class.
- If course is not ready for QM peer review the Chair will return application to faculty member along with recommendations on applying QM Standards. Faculty may resubmit the form after the course has been improved.

Step V. Peer Review

Once the above steps are completed the course will be schedule for a peer review.

Faculty (or Course Representative) will be notified of the review schedule and submit QM Course Worksheet (in the “Higher Education Rubric Workbook Standards for Course Design”) to the Review Team no later than 7 days prior to review start date.

- The course will be reviewed by QM Peer Review team.



- The course Representative will address issues raised by Review Team until course meets QM Standards.

Step VI. Provost approves payment

Once the course meets QM Standards, the Provost and Vice President for Academic Affairs will recommend the release of funds.



Application for Quality Matters Stipend

Step III. (To be completed by Course Representative otherwise known as the Instructor and Online Coordinator)

Course Representative: _____

Course Title: _____ CRN: _____ Semester: _____

Is this course (Check all that apply)

Required for an online program Elective for an online program

General education None of these

Has the course representative successfully completed the Applying the Quality Matters Rubric (APPQMR) course? Yes No

If no, the course representative is not eligible for this incentive. Please speak with your chair about taking the APPQMR class before submitting this form.

Expected Timeline of course available for review:

Course reviews are dependent on the schedules of Peer Reviewers and the Course Representative. There is a heavy time commitment by every person in this process. Please indicate if there is any time within the next six months you are NOT available for the review. The Peer Review takes approximately three weeks, including the time needed by designers to address recommendations. *(Some courses, especially initial offerings, may take longer.)*

Time **NOT** available within next six months: _____

By submitting this form, the course representative is committing to having this online course meet QM Standards. As course representative, you understand:

- this is a peer driven collegial process intended to improve the quality of courses for learners
- this process only focuses on design, not implementation
- this process can be lengthy and require significant time commitment

I understand the above and attest that the submitted information is correct:

Course Representative: _____ **Date:** _____
Signature

I have reviewed the course and feel it is ready for the Quality Matters Review Team.

Online Coordinator: _____ **Date:** _____
Signature



Step IV. (To be completed by Department Chair)

___ The course has been reviewed and I believe it is ready for a QM Peer Review.

___ The course has been reviewed and I DO NOT believe it is ready for a QM Peer Review. I have communicated in writing my decision and suggestions for how to improve the course.

Department Chair: _____ **Date:** _____
Signature

Step V. (To be completed by the Online Coordinator and the Office of Academic Affairs)

(To be completed by the Online Coordinator)

Peer review has been scheduled to begin on _____ (Date)

Peer review team will include: _____ (Names)

Peer review was concluded on _____ (Date)

QM Standard achieved on _____ (Date)

I recommend that the stipend be released to the designer of this course.

Online Coordinator: _____ **Date:** _____
Signature

Step VI. (To be completed by the Provost and Vice President for Academic Affairs)

Release of funds is recommended / not recommended

If not recommended, justification is attached as addendum to this form.

Provost and Vice President for Academic Affairs: _____ **Date:** _____
Signature