



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 Quality Matters (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. Complete QM training

Interested faculty should contact the Online Program Services Coordinator to register for a Quality Matter course. Faculty members can take the course titled “Applying the Quality Matters Rubric” or the “Improving Your Online Course.” 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 a course has been developed or updated, faculty fill out Quality Matters Stipend Application and submit it to the Online Program Services Coordinator for review and initial approval. The application is then submitted to the corresponding Department Chair. Once all paperwork is signed and approved the faculty member will be paid the stipend with the premise of working with a review team if improvements are deemed necessary.

Step IV. Department Chair reviews application

The department Chair will review the application and follow one of two pathways depending on course readiness for review:

- If the course is ready for QM review, the Chair, or other qualified individual, will review the class.
- If the course is not ready for QM review, the Chair will return application to faculty member along with recommendations on applying QM Standards. Faculty will need to make said improvements before progressing onto the next steps.

Step V. Quality Matters Review

Once the above steps are completed the course will be schedule for a 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 Review team.
- The faculty member who submits this application, otherwise known as the course representative, will address issues raised by Review Team until course meets QM Standards.

Step VI. Course is Approved/Process Complete

Once the course meets QM Standards, the Provost and Vice President for Academic Affairs will sign off that the process has been completed.



Application for Quality Matters Stipend

Step III. (To be completed by Course Representative otherwise known as the Instructor and Online Program Services 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 either of the two following Quality Matters courses?

Applying the Quality Matters Rubric (APPQMR)

Improving Your Online Course (IYOC)

If no, the course representative is not eligible for this incentive. Please speak with the online program services coordinator about registering for a course before submitting this form.

Expected timeline of course review:

Course reviews are dependent on the schedules of 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 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 the 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 Program Services Coordinator: _____ **Date:** _____
Signature

Based on the above recommendation, I approve the release of the \$500 stipend to be paid to the faculty member.

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

Step IV. (To be completed by Department Chair)

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

___ The course has been reviewed and I DO NOT believe it is ready for a QM 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 Program Services Coordinator and the Office of Academic Affairs)

(To be completed by the Online Program Services Coordinator)

Review has been scheduled to begin on _____ (Date)

Review team will include: _____ (Names of review team, if conducted at Glenville)

Review was concluded on _____ (Date)

QM Standard achieved on _____ (Date)

Online Program Services Coordinator: _____ **Date:** _____
Signature

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

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