# Connecting Course Design and the QM Rubric - Use a Guide!

**QM Connect Conference**
**St. Louis, MO**
**Oct 30-Nov 2, 2018**

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**Access a digital copy of the
NMSU Course Developer's Guide
at**

ocip.nmsu.edu/resources/cdg

# Your Presenters Today

**Dr. Sandra Johnson, Ph.D.**

- QM Master Reviewer
- Instructional Consultant
- NMSU QM System Lead
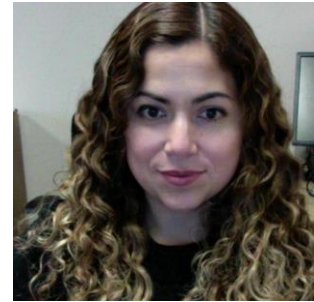- Course Designer

**Christina Schaub**

- QM Master Reviewer
- Instructional Consultant
- Adjunct Instructor
- Course Designer

**Nancy Chartschlaa**

- QM Master Reviewer
- Instructional Consultant
- Course Designer

# Instructional Innovation Quality

Instructional Innovation and Quality (IIQ) focuses on:
- administration of and support for delivering education;
- encompasses Academic Technology, Distance Education, Instructional Media Services, and the Online Course Improvement Program.

IIQ goals are to:
- support the effective use of learning and emerging technologies;
- provide faculty and staff professional development;
- ensure quality in blended and online course design;
- provide services for Distance Education (DE) students, departments and colleges offering DE degree programs.

# Online Course Improvement Program (OCIP): Who we are!

- Provide professional development to faculty and staff
- Implement Quality Matters to improve online course development

Our goals are to:

- ensure quality online course design;
- foster best practices in online teaching;
- support faculty through mentorship, professional development and resources; and
- promote a culture of quality in distance education for the NMSU system.

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# NMSU Course Developer's Guide

Developed in response to changes in DE policies.

**Quality Matters Rubric** adopted across NMSU five campuses where it is used as a quality metric for online courses.

- "All NMSU online courses must meet a quality metric... before being offered. This metric will address standards for course design, branding, and templates." (ARP 4.69)

# Course Developer's Guide

- Needed to address a larger audience than just participants in our PD programs
- Our response - A Guide!
  - Easy-to-use
  - Included role of Quality Matters
  - Course development support contact information
  - Process for QM Reviews
  - Templates for online course development

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# Let's take a look!

Use the guide that was placed on your chair or see the digital copy.The URL is on the card that was placed on your chair.

[ocip.nmsu.edu/resources/cdg](ocip.nmsu.edu/resources/cdg)

# Support/Resources - page 3

## Support and Resources

| NMSU Support and Resources | | |
|---|---|---|
| Academic Technology Support (Canvas) | learning.nmsu.edu | 646-3014 |
| Distance Education | distance.nmsu.edu | 646-1650 |
| Online Course Improvement Program | ocip.nmsu.edu | 646-5492 |
| Online Course Improvement Program Resource Wiki (Must request access.) | ocipresources.pbworks.com | |
| Quality Matters at NMSU | ocip.nmsu.edu/qm | 646-4476 |
| **Other Useful Sites** | | |
| Quality Matters | qualitymatters.org | |
| Teaching Academy | teaching.nmsu.edu | 646-2204 |
| WebAim | webaim.org | |

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# Role of Quality Matters- page 5

## Role of Quality Matters

### Course Quality and Standards

NMSU has adopted Quality Matters (qualitymatters.org) for its peer-review, continuous improvement approach for online and hybrid courses. Quality Matters (QM) is a set of standards based upon current literature, best practices, and national standards for course design and development. These standards can be used as a framework to design, revise, and improve online and hybrid courses. QM started as a research project through Maryland Online Inc. which was supported by a Fund for the Improvement of Postsecondary Education (FIPSE) grant from the U.S. Department of Education.
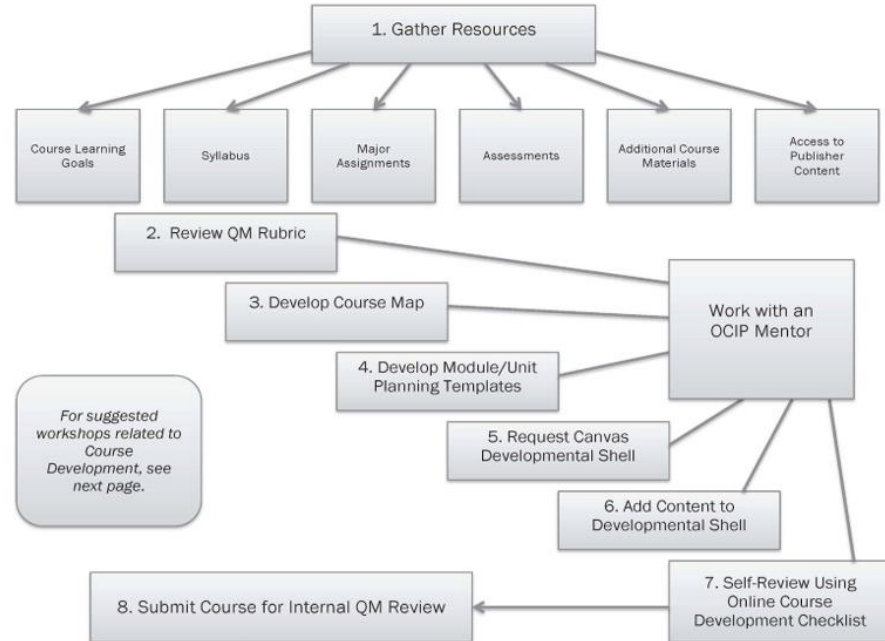
### Quality Metric

Per 4.69 Academic Rule for Distance Education, "All NMSU online courses must meet a quality metric, defined by the chief academic officer at each NMSU campus, before being offered." The Las Cruces campus defines the "quality metric" for online courses as meeting the expectations of an internal course review using the Quality Matters Rubric (qualitymatters.org). The internal review is performed by a certified QM Peer Reviewer and follows the continuous improvement approach for online and hybrid courses. See the NMSU Quality Matters webpage (https://ocip.nmsu.edu/qm/) for more information.

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*"The Course Developer's Guide is a great tool to use in order to achieve the goal of having a great online course. "*

# Steps to Development - pages 6-7



**Online Course Development Process Graphic**

1. Gather Resources
   - Course Learning Goals
   - Syllabus
   - Major Assignments
   - Assessments
   - Additional Course Materials
   - Access to Publisher Content

2. Review QM Rubric

3. Develop Course Map

4. Develop Module/Unit Planning Templates

Work with an OCIP Mentor

For suggested workshops related to Course Development, see next page.

5. Request Canvas Developmental Shell

6. Add Content to Developmental Shell

7. Self-Review Using Online Course Development Checklist

8. Submit Course for Internal QM Review

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Checklist for each Standard - beginning on page 9

# Checklist for Online Course Development

The checklist for online course development is based on the QM Rubric (see qualitymatters.org).

1. Review each item below, noting as **"Yes" "No" or "Need Support."**
2. For any item marked **"No"** the course developer will need to add or revise.
3. For all items marked, **"Need Support,"** contact the Online Course Improvement Team or Academic Technologies Team for assistance.

## QM1: Course Overview and Introduction

| Standard & NMSU Expectation | Yes | No | Need Support |
|---|---|---|---|
| Syllabus is made using the syllabus template or the Provost syllabus tool (see Appendix A: Syllabus Template). | | | |

# Internal and Formal Review Process - page 12

## Internal Peer Review Process

The NMSU Las Cruces campus defines the "quality metric" for online and blended courses as meeting the expectations of an Internal Review using the QM Rubric. The Internal Review is performed by a certified QM Peer Reviewer and follows QM's continuous improvement approach for online and hybrid courses.

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# Course Map- page 23

## Appendix B: Course Map

Copy paste this course map to a landscape Word document and fill it out.

**\<Add Course Name\> Course Map**

**Course Instructor:**

**Course Goals:**

1.  \<Add course goal 1 here\> (CG1)

# Syllabus Template - beginning on page 14

## Appendix A: Syllabus Template

This is a sample syllabus template that meets accessibility expectations. You may also consider using the digital syllabus tool found at http://provost.nmsu.edu/syllabus-resources

Text in brackets < > provides guidance for a particular heading or subheading. **Delete <> and any other text that you do not need.**

<Title of Course (Note: Heading 1 style used for accessibility. Do not change the heading.)>

# Course Developer's Guide

- Still a work in progress!
- Collaborative and continuous improvement
- Includes feedback from users
- Began as a 12 page document
- Has grown to include templates and accessibility checklist

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# Group Activity

- Review the Guide for your assigned General Standard.
- Highlight the areas that address your assigned General Standard.
- Be ready to share!
- How does the guide assisting those that are new to development?
- How does the guide help meet the expectations of the QM rubric?

# Answer these questions with your small group.

- How would the guide help in meeting your assigned general standard? Highlight any areas you find.
- How would the guide assist someone new to course development?
- How would it benefit someone that is an experienced course developer?
- Identify one idea or component of the guide that you find especially helpful.

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# How the guide can help!

- Quality Matters expectations
- Information for best practice for delivering online content
- Checklist for course development
- Course map template and example
- Templates for accessible syllabus, homepages, or unit overview pages
- Accessibility checklist
- QM course review process at NMSU

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# Thank you for your attendance today!

**Christina, Nancy, and Sandy**

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# Questions?

Find a digital copy of the

Course Developer's Guide at:

ocip.nmsu.edu