



# Idea Roundup: Promoting Collaboration & Providing Support



*Minnesota Online Quality Initiative*

# Welcome!

## Elizabeth McMahon, MEd

Northland Community and Technical College

- Online Faculty
- QM Certified Master Reviewer, Course Review Manager, and Facilitator
- Co-Coordinator, MOQI

## Robin O'Callaghan, MEd

Winona State University

- Senior Instructional Designer
- Online Faculty
- QM Certified Master Reviewer, Course Review Manager and Facilitator
- Co-Coordinator, MOQI

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# About Us

Minnesota Online Quality Initiative

## About our QM Subscription

- Statewide Subscription through Minnesota Learning Commons since 2008
- Public Higher Education
  - ▷ Colleges and Universities of Minnesota State (37 institutions)
  - ▷ University of Minnesota (5 campuses)
  - ▷ Department of Education (K-12)

MnLC



MINNESOTA STATE



Minnesota Department of  
Education

# Minnesota Online Quality Initiative

MOQI is sponsored by the Colleges and Universities of Minnesota State.



MOQI promotes quality course design through professional development, statewide collaboration and shared expertise.

# By the Numbers...

## Institutions

- 40 subscribing institutions
- 28 2-yr
- 7 4-yr
- 5 UMN campuses

**467 QM Certified Courses**

## People

- 1892 individuals trained
- 109 Peer Reviewers
- 43 Master Reviewers

**837 Courses Reviewed by our reviewers!**



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## General Resources

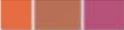
Available to all...

# MOQI Website Resources

- News articles
- Course Certifications
  - ▷ Submit a Course
  - ▷ Recognized Courses
- Professional Development
  - ▷ QM Workshops
  - ▷ Webinars
- STAR Symposium
- Resources
  - ▷ Fees
  - ▷ FAQ
  - ▷ Videos



	<p>WED, OCT 25 12:00 PM</p> <p><b>MOQI Webinar: Increase Student Engagement Using Discussion Boards</b></p> <p>Online Webinar</p>	<p>FREE</p> <p> </p>
	<p>WED, NOV 1 12:00 PM</p> <p><b>MOQI Webinar: The ABCs of Assessments</b></p> <p>Online Webinar</p>	<p>FREE</p> <p> </p>
	<p>WED, NOV 15 12:00 PM</p> <p><b>MOQI Webinar: Lights, Camera, Action...Recorded Lectures</b></p> <p>Online Webinar</p>	<p>FREE</p> <p> </p>
	<p>WED, JAN 10 12:00 PM</p> <p><b>MOQI Webinar: Mediaspace for Recorded Lectures</b></p> <p>Online Webinar</p>	<p>FREE</p> <p> </p>

 minnesota.qualitymatters.org

  Aug 23, 2017

 **MOQI**  
@MnQuality 

Dates for MOQI-sponsored workshops and webinars announced!  
[minnesota.qualitymatters.org/2017/08/18/wor...](https://minnesota.qualitymatters.org/2017/08/18/wor...)

 **Workshops and Webinars – Fall ...**  
As you plan your fall calendar, please consider participating in one [minnesota.qualitymatters.org](https://minnesota.qualitymatters.org)

  Aug 18, 2017

 **MOQI**  
@MnQuality 

STAR Symposium 2018 – Call for Presentation Proposals is Open!  
[minnesota.qualitymatters.org/2017/08/07/sta...](https://minnesota.qualitymatters.org/2017/08/07/sta...)



# QM Certification Mark and LMS



**Quality Matters Certification Mark**

Quality Matters, a nationally recognized, faculty-centered, peer-reviewed organization, certifies the quality of online courses, has recognized this course for its commitment to quality assurance by designing courses that meet the Quality Matters Standards.

Quality Matters has developed a widely respected set of Standards for Quality Matters. These standards provide effective online courses and a rigorous, faculty peer review process for applying these Standards to existing courses. Through this process, faculty and instructional design teams provide instructors and instructional design teams with insights and recommendations that increase learner engagement, retention and satisfaction, and, ultimately, learner achievement.

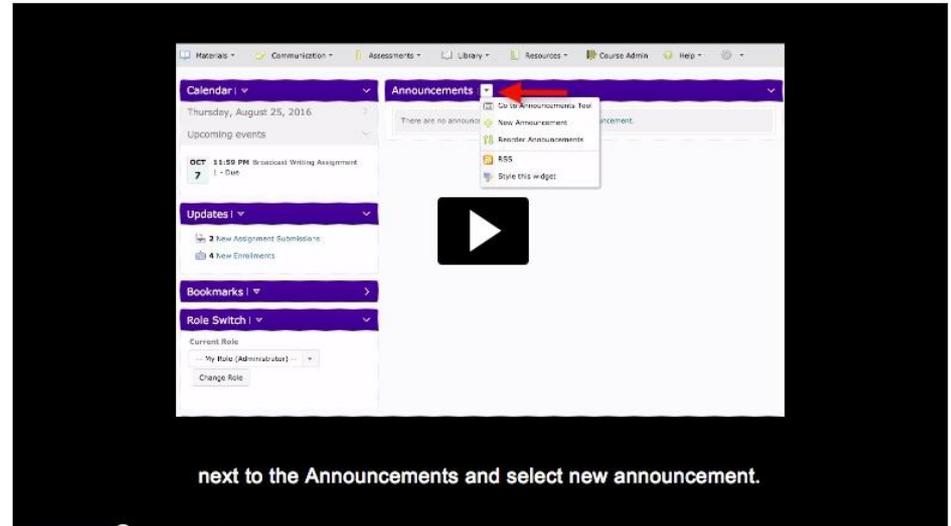
The following course has been reviewed and meets Quality Matters course design standards:

Institution/Organization: \_\_\_\_\_  
Course Number: \_\_\_\_\_  
Course Name: \_\_\_\_\_  
Course Representative: \_\_\_\_\_  
Date Recognized: \_\_\_\_\_

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will take you to the Quality Matters page which will display additional

Certification Mark



Materials | Communication | Assessments | Library | Resources | Course Admin | Help

Calendar | Announcements | Updates | Bookmarks | Role Switch

Thursday, August 25, 2016

Upcoming events

OCT 11:59 PM Broadcast Writing Assignment

2 New Assignment Submissions  
4 New Enrollments

There are no announcements.

Go to Announcements Page  
New Announcement  
Add Announcement  
RSS  
Style this widget

Current Role  
My Role (Administrator)

Change Role

next to the Announcements and select new announcement.

Certification Mark and Course



## STAR Symposium

Scholarship ~ Teaching ~ Academics ~ Recognition

The 2018 STAR Symposium will celebrate excellence in teaching and learning by providing an avenue for individuals to share best practices, ideas and resources with colleagues.



**Date:** Friday, February 9, 2018

**Time:** 8:30 a.m. - 4:00 p.m. (CST)

**Location:** Virtual Conference



Call for Proposals closes **Oct. 31, 2017.**

Registration opens **Nov. 1, 2017.**

The STAR Symposium is a virtual one-day conference that will consist of sessions that focus on quality initiatives and best practices (teaching, design, faculty support, etc.). Who should attend: Faculty, D2L Brightspace Trainers, Instructional Designers as well as other administrators and coordinators are encouraged to attend. Session topics will include:

- Faculty Development and Support
- Face-to-Face, blended, flipped and online classrooms
- Course Design and Delivery
- Grading, Assessment and Feedback
- Student Engagement
- Technology Integration
- Measuring the Impact of Best Practices
- Other Innovations?

**Click to Submit Your  
Topic Proposal**



# Celebrate Teaching & Learning

- Scholarship
- Teaching
- Academics
- Recognition



## Call for Proposals

August - October



## Presenter Training

January



## Registration

December - February



## Conference Day

February 9, 2018



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## Support & Resources

For Our QMCs

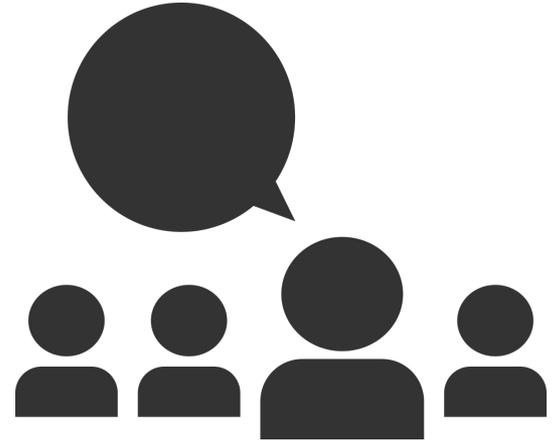
## Web Meetings

- Bi-Monthly Meetings
- Conducted in Zoom
- Review of deadlines and upcoming professional development
- Fall & Spring Kick off webinars
- QMC share knowledge and best practices



## QMC Mini Retreat

- QMC Plus 1-2 faculty
- Hosted annually fall or spring
- At campus that is centrally located
- Full and half day
- Lunch included
- Registration - Eventbrite - Free



## QMC Mini Retreat - Topics

- QM Subscription
- Review QM Policies
- QMC Shared Slide Deck
- QM Custom Reports
- Engaging and supporting faculty
- Communication planning for QM on their Campus
- Implementation planning & Measuring Impact of QM
- Networking
- Shared resources from other institutions outside MinnState

# Activities

## Icebreaker Topics:

- Lecture capture
- Design tools
- Cloud storage
- [SoftChalk](#)
- Proctoring Solutions
- Academic Integrity
- Faculty Support program
- Instructional design models
- Assessments
- Instructional materials
- Open Educational Resources
- EBooks
- Accessibility
- Learner Engagement
- [Camtasia/ScreenCast](#)
- Virtual Meeting Rooms
- Tablets in the Classroom
- Onboarding faculty & staff
- Collaborative tools
- Survey tools
- Learning objectives

Topic: \_\_\_\_\_

Resources / Contact Information:

Topic: \_\_\_\_\_



Speed Dating Activity

## Mini Retreat Feedback

“ It's always helpful to hear what novel and new strategies others are integrating and how we can continue to strive for continuous improvement and implement best practices. Those that we can borrow/replicate as a reference or resource are absolutely beneficial to share with our systems.

# SoftChalk - Course Review Preparation



Preparing For Your QM Cc  
MOI

Contents ▾ Next ▶ 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

## Preparing For Your Course Review

This module was created for faculty from the Colleges and Universities of Minnesota State who are intending to participate in an official QM Course Review managed by the Minnesota Online Quality Initiative (MQOI). This self-paced module provides detailed information about the timelines, expectations, forms and processes that are part of an official review.

To complete this module:

1. Review the information on each of the pages.
2. Complete the activities that are embedded throughout. These activities are scored and points are awarded as you complete them. A running total of points earned will appear on the lower right side of the screen as you answer the questions.
3. At the end of the module, enter your email address where indicated to document your successful completion of the module. (Successful completion is a score of at least 18 of a possible 21 points.)

This self-paced module will  
feature one-hour webinar titled  
chance to ask questions and



Answer these questions about completion of the Course Worksheet.

Value: 6

Which of the following are true about completion of the Course Worksheet?

[mark all correct answers]

- a. Course-level objectives must be included on the Course Worksheet.
- b. Module-level objectives must be included on the Course Worksheet.
- c. Course and Module-level objectives listed on the Course Worksheet must be the same as those used in the course.
- d. If Publisher Materials are used, access must be provided for the review team.
- e. Learning Objectives must be measurable.
- f. Information about the type of learner interaction you include in your course is requested.

Check Answers

- QM Overview
- Review Process and Timeline
- Single and Multi-Section Courses
- Course Worksheet
- Short Course Review Checklist
- FAQ

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## Support & Resources

For our Peer Reviewers & Master Reviewers

Master Reviewer Re-certification fee paid for those who complete the guide and serve on review teams.

Contents ▾ | Next ▶ 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 score

## Overview

### Who is this guide for?

This resource has been created for all Master Reviewers who serve as Review Team Chairs for official course reviews managed by the Minnesota Online Quality Initiative (MOQI). Completion of this module will be documented through completion of the embedded questions throughout the module.

### Why was this guide created?

This best practices guide was created for three reasons:

1. To share best practices that all Master Reviewers are expected to follow when participating in MOQI-managed formal reviews in Minnesota.
2. To increase consistency among review experiences for individuals from Minnesota State and University of Minnesota institutions who submit courses for review.
3. To serve as a resource for new Master Reviewers.

### Completion Instructions

To complete this module, review the information found on each page and successfully complete the embedded questions and activities. On the last page of the module, you will be asked to enter your name and click "email your score." This will generate an email to the MOQI Course Review Managers.

### About the Minnesota Online Quality Initiative

Contents

On this Page

- Overview
- Who is this guide for?
- Why was this guide created?
- Completion Instructions
- About the Minnesota Online Quality Initiative
- Content Advisors for this Module
- Questions or Suggestions

Created with  Soft 

### What is a simple course change?

Only simple course improv

The Team Chair (after con  
if he or she is interested in  
simple course improvement  
**that will take a minimal a  
in the team having to spe**

Value: 2

Can you identify the problem/s in this recommendation?

Decision: Met

Recommendation:

Standard 8.2 indicates that information about accessibility in the course is to be provided. You've included the college accessibility statements and have provided clear directions to your students about how to seek accommodations. You've placed this information in the syllabus which would make it easy for students to find. To improve your course, you might also want to consider adding this statement in the "need help" page you already have created.

[mark all correct answers]

- a. No problem here. This is a recommendation that includes all of the components of a helpful recommendation.
- b. Doesn't include accurate information from the standard and/or annotation that supports the recommendation.
- c. Incorrectly applies the standard.
- d. Isn't sensitive, balanced or measurable.

### Answer these quiz questions before proceeding to the

Value: 1

It is appropriate for the team chair to contact the faculty Course Repre  
simple course changes be made before the call takes place so that the

- True
- False

# 8 / 10

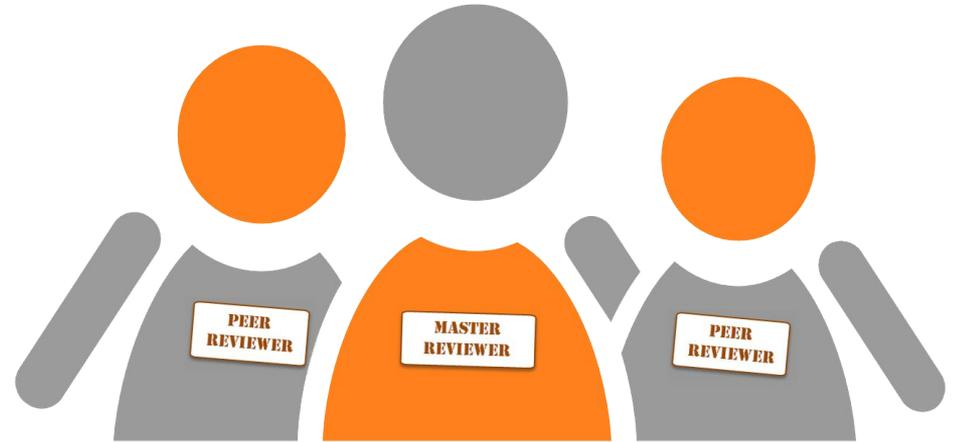
< Prev

Next >

Answer

## Reviewers Mini-Retreat Agenda (2016)

- ▶ Peer Review Process Review
- ▶ Writing Helpful Recommendations
- ▶ Specific Standards
- ▶ Alignment Standards Activity
- ▶ Accessibility (Standard 8)
- ▶ Master Reviewer/ Peer Reviewer Breakout sessions



# Reviewer Mini-Retreat

Sample Activities and Information



## Most Commonly Missed

## Activity: Alignment Standards

**Standard 8.3**

The course provides alternative means of access to course materials in formats that meet the needs of diverse learners.

**Standard 2.4**

The relationship between learning objectives or competencies and course activities is clearly stated.



## Standard 6.5: Links are provided to the privacy policies...

### Reviewer #1: Met

Standard 6.5 looks for links to privacy policies for external tools required in the course. I met this standard.

**Incomplete**

### Reviewer #2: Not Met

Thank-you for providing the accessibility policies. Your Course Worksheet indicates you to have provided them. I didn't see any links to them. Please add them.

**Confusing**

### Reviewer #3: Met

Excellent! You've met standard 6.5 because you've provided privacy policies for all of the external tools used in your course and they are easily found. I found them on your Content page. I could view the privacy policies for Brightspace, Microsoft Word, TedEd, Kaltura and Adobe.

**Inconsistent**

Identifying Helpful Recommendations

## Standard 8.1: Course navigation facilitates ease of use.

### Reviewer #1: Met

Navigation through this course is “consistent, logical and efficient” as suggested by Standard 8.1. The layout is consistent week to week and your pages have a clear and easy to understand structure. You’ve effectively used the structure on the content page to lay out your course and the table of contents was helpful.

**Incomplete**

### Reviewer #2: Not Met

I liked how you organized your course. Your students must appreciate the thought you’ve put into it. It is easy to navigate through your course and everything I needed to consider modifications to include readers.

**Confusing**

### Reviewer #3: Not Met

Your course is well organized but I was unable to locate closed captions or transcripts for your videos. You also didn’t include links on your pages. To meet standard, add alternative descriptions, and page numbers with meaningful names.

**Inconsistent**

Identifying Helpful Recommendations

“ It was good to clarify best practices for all of the topics covered. I am fortunate that I do not complete this work in a void, or on my own. Good to know there are so many experts to turn to for advice.



	<p>THU, OCT 12 11:00 AM <b>2017 QM Coordinator's Mini-Retreat</b></p> <p>Quarry Center, Rm 200, Waite Park</p>
FREE	#Business #Class  
	<p>FRI, OCT 13 10:00 AM <b>2017 MOQI Peer Reviewer/ Master Reviewer Mini-Retreat</b></p> <p>Quarry Center, Rm 200, Waite Park</p>
FREE	#Business #Class  

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## Your Resources

Group Discussion - Let's hear your ideas!

# Contact us

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