If met standards, skip to Step 11.

Course Selected for Review

Course Worksheet Submitted

Review Team Selected

Pre-Review Meeting

Course Review

Post-Review Conference Call

Final Report Submitted

Amendment Form Submitted

Course Review Outcome Response Form

Changes Reviewed/Approved

Course Recognized

Course Submitted

Internal Course Review

COURSE REPRESENTATIVE

QM COORDINATOR

REVIEW TEAM

TEAM CHAIR
QM Internal Review Process

COURSE SELECTION/SETUP

1. QMC selects course for review
2. QMC notifies course representative
3. QMC selects review team
4. QMC sets up course review in QM Course Management Review System (CMRS)
5. QMC will add Reviewers in the CMRS
QM Internal Review Process

1. Quality Matters Coordinator (QMC) selects course for review
2. Course Representative will complete and submit the Course Worksheet in the QM Course Review Management System (CMRS) QMC checks review status in CMRS
   a. QMC is automatically notified by email that the Course Worksheet was submitted and will login to the CMRS to approve the Course Worksheet.
3. QMC selects Review Team
4. Review team will have a pre-review meeting (face-to-face or through web conferencing)
5. Each Reviewer will complete and submit a course review worksheet in the CRMS
6. Review team will have a post-review meeting
7. Team Chair will submit the Final Report in the CRMS and it will be distributed to the Course Representative and the Quality Matters Coordinator (QMC)
8. Course Representative will submit the Review Outcome Response Form within two weeks
9. If the course “met” standards, review is closed; if course did not meet standards, the Course Representative will make the necessary revisions and submit the Amendment Form
10. The team Chair will review and approve the Amendment Form
11. Course is recognized