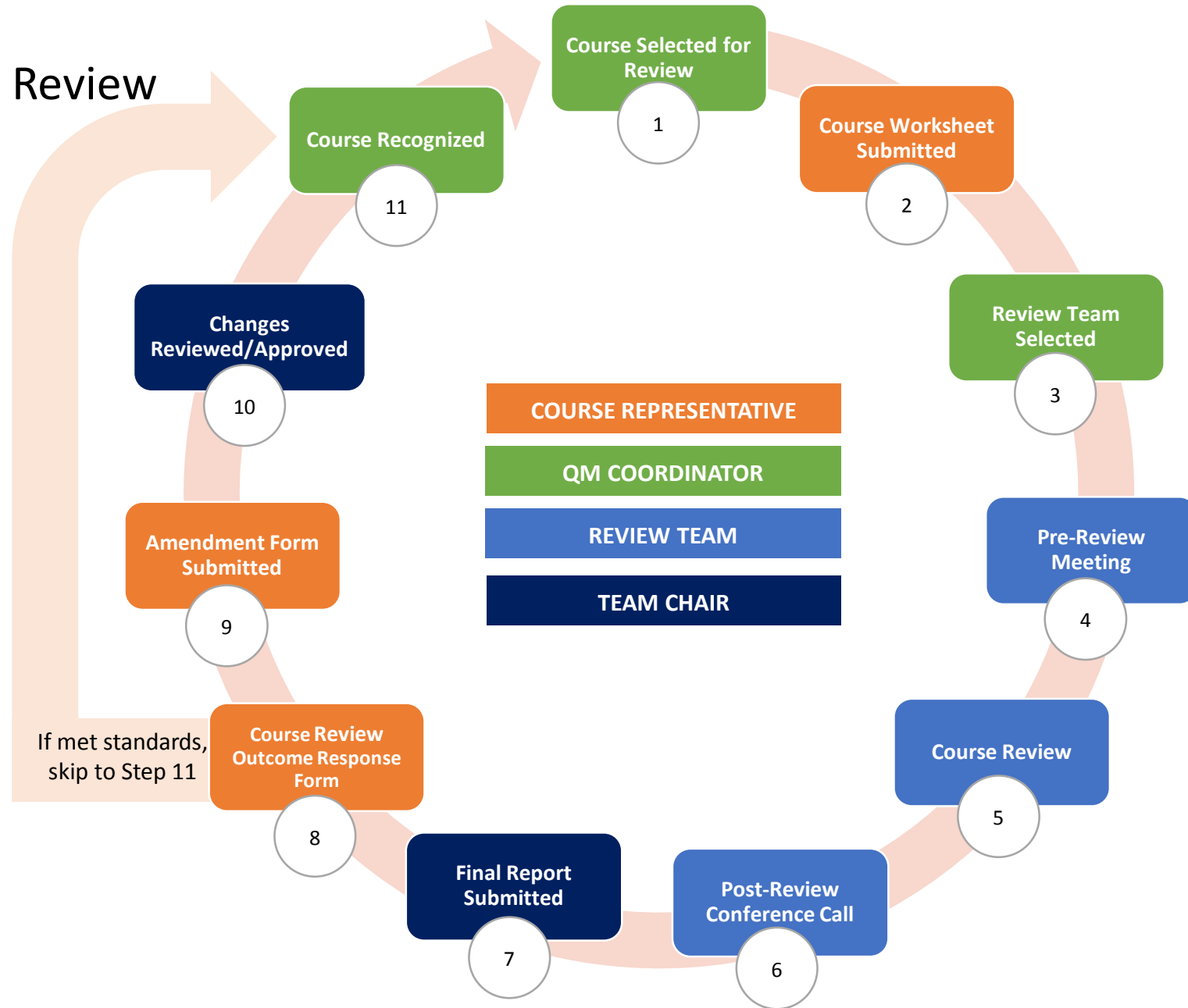


# Internal Course Review



# 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