OFFICIAL COURSE REVIEW
Memorandum of Agreement

Cohort Objective: Official Quality Matters certification of online course design

Description: The Center for Online Learning will sponsor opportunities for established online courses to receive official certification from Quality Matters. Appointed Course Representatives for each online course agree to complete the official Quality Matters Course Review process.

Timeline: The timeline will be determined by Quality Matters and may take up to 20 weeks to complete.

- Course Preparation: 2-3 weeks (Course Representative)
- Course Review: 3 weeks (Review team of 3 independent QM-Certified Reviewers)
- Course Revisions – if necessary: Up to 14 weeks (Course Representative)
- Read a full description of the official review process.

As the Course Representative, I agree to:

1. Complete all tasks assigned to the Course Representative in accordance with Quality Matters’ Course Review timeline.
2. Apply helpful recommendations by QM’s Peer Review team.
3. Meet Quality Matters Rubric standards and requirements for official certification.
4. Share the Course Review Final Report with the Center for Online Learning.
5. Write and share a reflection summary of your experience with the Center for Online Learning.

* It costs the COL $1000 to sponsor an official course review. Please be sure you are able to commit to the timeline and terms of this process before submitting an application. The COL reserves the right to limit the number of courses accepted into the Course Review Cohort.

Support: The Center for Online Learning will provide guidance and consultation services upon request to the Course Representative for the duration of the course review process.

Proposed Course for Review

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<tr>
<th>Course #</th>
<th>Name of Course</th>
<th>Semester / Year *</th>
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* QM reviews course design prior to learner enrollment. Your content will be copied into a new course shell from whichever semester you choose. No student data will be included or reviewed.

Approval Signatures

Course Representative: ___________________________ Date __________

Approved by Director/ Chair: ___________________________ Date __________

Approved by Dean / Division Head: ___________________________ Date __________

Submit this document with signatures to Peter Berryman, CT2, PO Box 8143.