QM Review Process: Met or Not Met & Helpful Recommendations

The process of an online course review begins with the Quality Matters Online Course Review form (see next page). Reviewers search a course for evidence to determine if each standard is Met or Not Met, as well as write helpful recommendations to improve the course.

Determining if a Standard is Met

Follow these 4 steps to help you decide if a standard is Met or Not Met.

Review the STANDARD
» identify keywords and phrases.

Review the ANNOTATION
Look for:
» extended standard description.
» examples of how the standard can be met.
» directions for reviewers.
» special considerations.

Look for EVIDENCE
» review the course for evidence of the standard.

Is the standard MET or NOT MET?
» the course should meet the standard at an 85% or better level.

What does “85% Met” Mean?

Quality Matters states that specific standards are Met when the course meets the criteria at a level of 85% or better. This is a subjective decision for reviewers. At the 85% level, evidence for each standard should be effective, but there can still be room for improvement.

Writing Helpful Recommendations

Recommendations should be written for any standard that can be improved, whether it is Met or Not Met.

Example of a Helpful Recommendation Using the Five Attributes (CSMSB)

Standard 1.1: Not Met

The Start Here button on the course homepage was a great idea for "linking learners to start-up information" as specified in the Annotation for Standard 1.1, "Instructions make clear how to get started and where to find various course components." When I read the information it contained, I still couldn't tell exactly how to begin the course. It might be very helpful to include a prominent link and directions at the end of the Start Here section about what learners should do next to actually begin the first lesson of the course. Having a "clear statement about how to get started in the course" would meet this Standard and ensure that students know what to do next after reading Start Here in order to begin the course itself.