SU Course Review Roles

This document describes the roles and responsibilities of individuals involved with a Salisbury University online, remote or hybrid internal course review.

The course representative is the faculty, course coordinator or staff member of the online or hybrid course. This individual will participate in the course review process and should be someone with working knowledge of the course and its design. In official QM Reviews, this individual's name will appear with the institution name, course name and number in the QM online Registry of Certified Courses.

Request Course Review	Fill out the Course Review Request form and coordinate with ID&D on which course you would like reviewed by the team.
Submit Course Worksheet	An automated email will be sent by the review coordinator with instructions on how to complete the form. The Course Worksheet must be submitted in MyQM prior to open the review.
Participate in a Pre-Review Team	

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A peer reviewer is a Salisbury University faculty, instructional designer or staff member who has and is willing to serve as a course reviewer.

Agree to serve	Accept invitation from ID&D to serve on a course review team.
Review Course Worksheet	Review the Course Worksheet submitted in MyQM.
Participate in a Pre-Review Team Discussion	If elected, a pre-review discussion (F2F or conference call) may be requested to discuss the Course Worksheet with the review team. If unable to attend, obtain the information from the Chair of the review team.
Keep in contact	You are now part of a team – communicate with your review team members as needed. Contact your Team Chair or the ID&D QM Coordinator if you have questions, concerns, or suggestions.
Observe confidentiality and intellectual property rights	Please communicate only with the members of your team about what you find in the course you are reviewing. You must maintain strict confidentiality about any courses accessed during the review process, including any learner information contained in these courses. You may not change, copy, or modify any internal documents within a course. You must observe copyright laws and respect intellectual property rights of the creator of the materials and the course review rubric.
Communicate with Review Team	Communicate with the other Peer Reviewers the Course Representative as needed. Any questions for the Course Representative must go through the Chair to help facilitate communication.
Advocate for the Student Point of View	Look for the review Standards in the course from the learner's point of view. If you cannot find something, don't assume it is or isn't there, ask the Chair to communicate the questions to the Course Representative. But, keep in mind the ease of use for learners when deciding if a Specific Review Standard is "Met" or "Not Met"
Complete Individual Review	Complete your individual Reviewer Worksheet by the established due date so the Chair can compile and submit the team's Final Report by the deadline. Be sure when you write your

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	: The recommendation describes an observable change.
	: The recommendation uses sensitive language that speaks to the Course Representative as a colleague, without being so sensitive that the need for change is obscured.
	: The recommendation points out areas for improvement and meaningful strengths when it is appropriate to do so.
Participate in a Post-Review Team Discussion	A post-review discussion between the three (3) Peer Reviewers is You can each see your team's compiled draft online. Discuss differences in your scoring and any remaining questions for the Course Representative. The Course Representative is not a part of this post-review discussion. Team members can make changes to their Reviewer Worksheets up until the Final Report has been submitted.

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The Chair of the review team is a Salisbury University faculty, instructional designer or staff member familiar with the QM review process and who has   This individual will coordinate communication and management of the review timeline among the review team, including the Course Representative.

Agree to serve	Accept invitation from ID&D to serve on as Chair of the course review team. Communicate with the review team and the ID&D QM Coordinator throughout the review process, including any post-review amendments.
Review Course Worksheet	Review the Course Worksheet submitted in MyQM.
Convene a Pre-Review Team Discussion	If elected, coordinate a pre-review discussion (F2F or conference call) to discuss the Course Worksheet with the review team. Follow-up with the entire team on the agreed upon timeline and information from the discussion.
Coach Team	As the Chair, you have access to the Reviewer Worksheets completed by the review team during the active review process. Check each reviewer's worksheet early in the process to verify that helpful recommendations are being written. If you notice a reviewer is consistently writing recommendations that do not incorporate the four components of a helpful recommendation, take the time to intervene by sending the individual reviewer a specific email or speaking to the reviewer by phone to discuss the issue.
Perform all duties of a Peer Reviewer	Perform all duties of a Peer Reviewer. Continue to emphasize the importance of the confidentiality of the review to the entire team.
Review Report	Review draft of review report to ensure all peer reviewers have supplied effective recommendations that reference the specific standard/annotation and include evidence from the course and are constructive, specific, measurable, sensitive and balanced. Coach peer reviewers if changes need to be made to their recommendations.
Convene a Post-Review Team Discussion	Coordinate the post-review discussion between the three (3) Peer Reviewers. Discuss Standards not yet met, differences in your scoring a