Salisbury University
QM Implementation Plan

Overview

In 2005 as Salisbury University formalized the offering of online and hybrid courses, quality was at the forefront. AT the same time, the Quality Matters rubric was established through Maryland Online and adopted by Salisbury University as part of the course design process for online and hybrid courses. As the University has grown from single course offerings to entire online and hybrid programs, the QM rubrics has been a guideline during our course development process. During SU's 2016 Middle States Self-Study, an area of emphasis was on the Increase in Distance and Alternative Delivery Courses/Programs. (p. 24). We stated "One of the goals as the University increases its distance education offerings is to ensure that all courses are reviewed using the Quality Matters rubric." This implementation plan articulates the infusion of Quality Matters at Salisbury University, including establishpi.- [(as)-5 (t)-6 (e)6 (n a)6(n)2 (t)6(])-6pa2lf(as)-3.08( )Tj   0.002 Tc 0.004 T

Phase 1: QM Rubric as part of Soaring with Online Learning

From 2005 to present, the Quality Matters rubric has been introduced to faculty in the development of online and hyb(b)-10 (6t)-264 (C (6t)-2du-1 (r)3 r)3 rÿ"±   "ß£:Br   Ã1 line Ñybr Bd offeri Qs, such as N Gettin gL   À&2%5Ä Started Module, Module Introductions and Objectives formatting, and Technology and Support Services resources. Templates are available for:

> SU Online/Hybrid Course Template (Generic)
> Nursing Program Template
> Social Work Program Template
> Online MBA Program Template
> Contemporary Curriculum EdD Program Template
> Master of Education Programs Template
> Athletic Training Master Program Template
> Master of Science in GIS Management Program Template

Phase 3: Faculty Development in QM

In moving towards the ability for Salisbury University to conduct internal and official QM reviews, the institution needs to build a group of QM Peer Reviewers. The Official QM Peer Reviewer criteria includes:

1. Successful completion of the Applying the QM Rubric Workshop (APPQMR).
2. Successful completion of the Peer Reviewer Course.
3. Current for-credit online teaching experience (within the last 18 months).
4. Complete an Application and a Memo of Understanding for submission to QM.

SU will be offering the APPQMR workshop for $25 to SU Faculty and USM System Faculty (as part of the USM QM Subscription) five times a year – February, April, July, October and November. Instructional Design & Delivery will absorb the cost for any SU faculty for the APPQMR workshop.

Any faculty member who would like to go further and become a Peer Reviewer would need to tanyPeerevt ewer C ot

Budget

The numbers below represent the anticipated training needs, QM fees and reviewer pay of the implementation of Quality Matters into our curriculum process. This is a reasonably solid estimate of our planned expenses, but may change as we gain a better understanding of the process.

Instructional Design & Delivery would pay for training each year for the faculty in the quantity listed below. In return, faculty trained as peer reviewers would agree to serve on at least two official SU subscriber managed reviews prior to recertification.

Subscription, Training & Materials

Item	Unit Cost	Est	Line Total	TOTAL

Endorsed by Learning with Technology Committee: 10/16/2017

Internal Review Budget

Participation in SU internal reviews are viewed as service to the institution and a certificate of participation will be provided to faculty and staff for their service.

Official QM Reviews

An official QM review is comprised of a three member team of certified QM Peer Reviewers. Courses that successfully meet the QM Rubric Standards are eligible for QM recognition. The QM recognition logo may then be used in accreditation reports, webpages and other various methods of visibility.

An official review team consists of:

Three members all certified at minimum as a Peer Reviewer.

The Chair of the review team will is certified at a second level as a Master Reviewer

At least one member of the review team must:
- o Be external to the institution
- o Be a subject matter expert in the subject of the course

An individual may serve in multiple roles (i.e. the Chair of the review may also be an external reviewer or the external reviewer is also a subject matter expert)

Salisbury University will conduct official QM reviews through a subscriber managed process. Details of this process will be handled by Instructional Design & Delivery.

Official QM Course Review Budget:

Instructional Design & Delivery is funded to conduct 10 official QM reviews annually. Requests for more than 10 official QM reviews will be handled on a case by case basis provided a funding source is identified and available. Below is a breakdown of costs for subscriber managed official QM course reviews:

Item	Unit Cost	Est	Line Total	TOTAL
Overall Cost per Course	650.00			
Cost Breakdown				
- Peer Reviewers (2 per course)	150.00	2	300.00	
- Master Reviewer (1 per course)	250.00	1	250.00	
- QM Fee	100.00	1	100.00	
Example	**650.00**	**10**	**6,500.00**	**$6,500.00**