1. Meeting Agenda
   a. Introductions

   b. Task Force Charge
      • Faculty Senate will sign off on the implementation plan prior to implementation.
      • QM will be piloted for 2015 (spring, summer, fall).
      • QM date will only be used in aggregate for administrative purposes. Faculty members can request their own individual data.
      • Faculty will evaluate AM at the end of 2015 and may choose to replace it with a different system.
      • The task force will deliver a pilot implementation plan by the end of February.

   c. Components
      • The QM Rubric
         – QM workbooks were distributed
         – Faculty do not have to be trained to apply the rubric to their course
      • Peer Review Process
         – This is for faculty interested in becoming a peer reviewer
         – An option is to initially partner with USF St. Petersburg for a larger peer reviewer pool
         – This process is faculty-driven with a faculty-centered review team
         – A successful team should include an odd number of individuals consisting of faculty, faculty from the college of the course under review, a system representative, a library representative and/or an instructional designer
      • Course Certification
         – Internal Review
         ▪ Course would be reviewed internally prior to a QM external review
External Review
- QM review (an internal review will be prior to an external review)
- QM logo may be used once the course is nationally certified by QM
- Courses may be listed on the QM website once nationally certified

d. Implementation Pilot Plan
- Phase 1 – QM Rubric
  - Professional Development - Train and familiarize faculty, face-to-face, with the rubric
  - Rubric training is 7.5 hours
  - Peer reviewer training is only available online (approximately 2 weeks, 20-40 hours to complete)
  - A peer reviewer can be available through QM to do national reviews
  - Master reviewer training is also available
- Phase 2 – Course Review
  - Internal review team
  - A qualified course would be one that has been taught for at least 1-2 semesters online, includes refinements, the faculty’s use of the QM rubric, and an instructional designer
  - Official course review takes approximately 4-5 weeks
  - Continue to train faculty

2. Things to Consider
   a. Specific Goals & Objectives
- QM policies and guidelines will be developed for faculty
- Location of the policies and guidelines for faculty access needs to be determined
- QM standards could possibly be added to the syllabus template
- Review one (1) course per semester, 2-3 per year
- Incorporate a Quality Matters webpage on the USFSM website by February 12, 2015
  - To include agendas, minutes, implementation pilot plan, QM links, showcase courses and faculty that get certified
- Initial faculty to get rubric training is key
- Determine which faculty are already QM certified/teach online
- Research what courses qualify to be online or hybrid
- Of the 5 faculty, 2-3 advance to certified peer reviewer
- Faculty rubric training, possibly 5 per semester
- It was recommended to review what is already online for quality
- Frame implementation pilot by the end of February 2015
- There is the option to apply for formal recognition of our implementation plans through QM, there is no extra charge
- Generate the implementation pilot document to include how to frame the process, decision points, realistic goals and timelines, roll-out plan, how to work with the colleges.
• A determination needs to be made if percentages or hard numbers be used. It was suggested hard number would work best.
• The baseline data and shell will be sent to the faculty.
• The goal is by the February 19th the QM Implementation Pilot document should be finalized.

b. Measurements
• Comprehensive surveys to evaluate students (classroom vs. online) difference in the student outcomes
• QM Implementation Pilot plan feedback on the feedback process

c. Outline Data Required for Accreditors
• SACS-COC documentation

d. Benchmarks
• # of Faculty to be trained
  – Faculty rubric training, possibly 5 per semester
  – Of the 5 faculty, 2-3 advance to certified peer reviewer
• # of courses to be reviewed annually
  – Review one (1) course per semester, (2-3) per year
• It was suggested to add benchmarks during the review process, such as six months and at one year.

e. Resources
• For sustainability and mentoring

QM Reference Links:
Quality Matters Website: https://www.qualitymatters.org/
Implementation plans: https://www.qualitymatters.org/subscriptions/implementation-plans
Sample plans: https://www.qualitymatters.org/sample-implementation-plans

Quality Matters website, www.qualitymatters.org, was reviewed. The University of Indianapolis 3-year plan was used as an example.

Dr. Osborn, the Faculty Senate and the Deans will review the QM Implementation Pilot Plan prior to distribution.

Future Quality Matters Meeting Dates are:
Thursday, February 12, 2015, 10:30 am – 12:00 pm
Thursday, February 19, 2015, 10:30 am – 12:00 pm

Meeting Adjourned at 12:00 pm.