

Application Form for Quality Matters © QM Course Review

FY 2020

If you would like your online course to undergo a formal Quality Matters (QM) review, please fill out this form and submit it to [Dr. Buddy Muse](#).

The entire process is linked to at the end of this document.

Your Name: _____

Department: _____ **Campus:** _____

Course Name: _____ **Course #:** _____ **CRN:** _____ **Semester:** _____

(NOTE: this is the course section that Buddy Muse will request a copy from prior to decision on moving forward with next steps in the process).

Is this a “Common Course?” Yes No

Schedules/Deadlines: Fall 2019

Action	Date/Notes
Submit this form	September 13 (applications sorted by date received)
Applicants notified of acceptance and preliminary review	September 19
Copy course (ELITE does this)	September 23 (course copied to a “shell”)
Courses Pre-Reviewed by ELITE and feedback sent to instructor	September 22-October 15
Complete Self-Review and email it to Buddy Muse	November 15
Final Review completed	February 3, 2020 (ELITE does this and sends feedback)
Make revisions to your course	Due to ELITE on March 3, 2020
Final Check on “readiness”	March 9 (ELITE decides to move forward to formal review, or to stop process here)
ELITE solicits formal reviewers	March 10
Complete Instructor Worksheet	April 1 (takes about a half hour, w/help from ELITE)
Formal Review Scheduled to Begin	April 3, 2020