Guidance for Completing the
Higher Education Course Worksheet, Seventh (7th) Edition

Below are the questions that you will answer on the QM Course Worksheet in MyQM. All questions must be answered. For some questions, there are notes from the UAB QM Coordinators to provide guidance or sample verbiage. If you have any questions, feel free to reach out to qualitymatters@uab.edu.

Notes from the UAB QM Coordinators will be highlighted.

Questions 1-4 have been completed automatically with information provided on the course review application.

Please note all questions require a response. If a question is not applicable, "N/A" is required to be entered.

Basic Course Information

5. Has the course been offered online at least twice? (This is for informational purposes only and is not a requirement.)

- o   Yes
- o   No

6. Will this course be copied and duplicated for different faculty to teach?

- o   Yes
- o   No

If yes, any instructor-specific placeholders for contact information, instructor introduction, specific policies (such as grading and late work), and turn-around times for instructor responses and assignments, should be filled in for the purpose of course review.

7. Is the syllabus developed and mandated by the institution, or may the instructor modify it?

- o   Set by the institution
- o   May be modified by the instructor

8. On which learning management system (LMS) platform, if any, does the course reside?

- o   Blackboard
- o   Brightspace
- o   Canvas
- o   Moodle
- o   Sakai

- Other:
- None

9. Are institutional policies provided in an "entry portal" for the student, outside of the course?

- Yes
- No

Note from UAB QM Coordinators: This is not provided by the University. Answer no.

10. If institutional policies are provided in an "entry portal," attach a copy of the institutional policies referenced in Specific Review Standard 1.4: "Course and institutional policies with which the learner is expected to comply are clearly stated within the course, or a link to current policies is provided."

N/A

Course Format

11. What is the format of the course? (See QM Course Format Chart.)

- **Asynchronous Online**: Learning takes place **online and asynchronously** within a course site, typically hosted in a learning management system (LMS).
- **Hybrid**: Learning takes place **both online and in-person/face-to-face (F2F)**.
  Note from UAB QM Coordinators: This is where ALL students do some work in person and some work online. This is also often called blended. This is NOT where there are some students in person and some students online at the same time (which was the format used during COVID).
- **Synchronous Online**: Learning takes place **online and in real time**, using technology such as web-conferencing software for synchronous interaction. Additionally, course components necessary for learning, such as additional content, assignment information, grades, and the syllabus, are available asynchronously online, typically in an LMS course site.

12. List navigation features that cannot be changed in this course. This may include specific links or buttons that are built into the LMS and cannot be altered or removed.

Note from UAB QM Coordinators: Please enter the following answer for this question:

Instructors are allowed to hide/show course navigation menu items as appropriate, however these items (such as Modules, Assignments, Quizzes, etc.) may not be renamed.

13. Is the course a competency-based course? (See QM Glossary for definitions.)

- Yes
- No

For competency-based courses, answer the following questions; if not, skip to question #16:

14. Identify the staff roles that support the competency-based learner (e.g., facilitator, coach, assessor).

15. What is the length of time within which the course may be completed?

<mark>**Note from UAB QM Coordinators:** Indicate the length of the term (7 weeks, 10 weeks, 14 weeks, etc.). If the course is offered in multiple term lengths (10 weeks one semester, 14 weeks another semester), these courses will need to be reviewed separately. Please contact qualitymatters@uab.edu for additional information.</mark>

16. Is the course a continuing education course offered by a higher education institution?

- o Yes
- o No

Course Learning Objectives, Assessments, & Instructional Materials

17. Upload a list of the course-level learning objectives (or competencies for competency-based courses). The learning objectives or competencies listed here must match those found in the course.

    Upload Document (Required)

18. What is the source(s) of the course-level objectives or competencies?

- o Created by the instructor
- o Mandated by the institution
- o Other

19. If "Other" was selected as the source of course-level objectives or competencies, please explain. If "Other" was not selected, enter "N/A" in the textbox.

<mark>**Note from UAB QM Coordinators:** If you choose 'Mandated by the institution,' it is assumed that the instructor is not allowed to revise the course-level objectives at all.</mark>

20. Upload a list of the module/unit-level learning objectives (or competencies) for all modules or units. The learning objectives or competencies listed here must match those found in the course.

    Upload Document (Required)

21. Upload a course/alignment map that shows the organization of the course components related to alignment.

The required course map is helpful in demonstrating the alignment of course-level learning objectives (SRS 2.1) with module/unit-level learning objectives (SRS 2.2) as well as assessments (SRS 3.1), instructional materials (SRS 4.1), learning activities (SRS 5.1), and tools (SRS 6.1). The course map must include all of the following components mapped to one another so the connection between them is apparent: course learning objectives, module learning objectives, assessments, materials, activities, and tools.

Reviewers, ensure the alignment in the course site is consistent with the course map. The course map is intended to be used as a review tool and should not be used solely to determine if any Specific Review Standard is marked as "Met" or "Not Met."

Upload Document (Required)

22. Explain how the instructional materials represent up-to-date theory and practice in the discipline:

23. Describe the variety of instructional materials used in this course: (e.g., types of instructional materials such as videos, courseware, textbooks, websites; different representations of ideas; and/or diverse representations of persons or demographic groups).

24. Are publisher materials other than a textbook used in this course?

- o Yes
- o No

25. If publisher materials other than a textbook are used in the course, provide instructions for reviewers to access these materials. If this question does not apply to this course, enter "N/A" in the textbox.

26. Are third-party tools or social media used in this course?

- o Yes
- o No

Course Interaction Components

27. Does the course include real-time instructor-learner interaction (in-person or online)?

- ○ Yes
- ○ No

28. If "Yes," list the real-time instructor-learner interaction. The interaction may include synchronous events such as web-based meetings using web conferencing tools. If not, enter "N/A" in the textbox.

29. If the course includes real-time instructor-learner interaction, is it required, or may learners access these events asynchronously?

- ○ Required of all learners
- ○ May be accessed asynchronously
- ○ N/A

30. Are learners given the opportunity to introduce themselves to the class?

- ○ Yes
- ○ No

31. If learners are not given the opportunity to introduce themselves to the class, explain why learner introductions are not appropriate for this course. If learners are asked to introduce themselves, enter "N/A" in the textbox.

32. Is learner-learner interaction (e.g., discussion forums, group work) appropriate in this course?

- ○ Yes
- ○ No

33. If learner-learner interaction is not appropriate in this course, explain why. If learner-learner interaction is appropriate, enter "N/A" in the textbox.

34. If the course is a continuing education course, is learner-instructor/facilitator interaction appropriate?

35. If learner-instructor/facilitator interaction is not appropriate in this continuing education course, explain why. If learner-instructor/facilitator interaction is appropriate in this continuing education course, enter "N/A" in the textbox.

36. Are any course instructions, activities, or instructional materials provided by individual emails or by other tools or platforms outside the provided course site?

- o Yes
- o No

37. If course instructions, activities, or instructional materials are provided by individual emails or by other tools or platforms outside the primary online course site, summarize what they are and how reviewers can access them. (If not, enter "N/A" in the textbox.)

38. Are learners in this course subject to specific technology limitations (e.g., slow connections that prevent viewing videos)?

- o Yes
- o No

39. If learners are subject to specific technology limitations, please explain the limitations. Enter "N/A" in the textbox if learners are not subject to specific technology limitations.

Instructor Perspectives

40. Was this course designed specifically to meet QM Standards?

- o Yes
- o No

41. Have the course developer(s) received professional development (training) in the application of QM Standards?

- o Yes
- o No

42. If yes, what professional development was taken? If no professional development was taken, enter "N/A" in the textbox.

43. Was this course pre-reviewed (internally) with QM Standards?

- o Yes
- o No

44. Identify any particular aspects of this course you would like specific feedback on from the Review Team. (If none, enter "N/A.")

Note from UAB QM Coordinators: This course review is an opportunity to receive feedback from someone external to UAB and a subject matter expert. This may be one of the few opportunities you will have to gain feedback from this perspective. If there are any particular areas of the course where you would like to gain that type of perspective, list those here.

45. Please provide any other information you want to communicate to the Review Team about the course. (If none, enter "N/A.")

Note from UAB QM Coordinators: Remember that the reviewers will only have the actual course, this document, and the discussion from your pre-review call to go by when completing the review. If there is something the reviewers need to know about how your course works that is not in the actual course or this document, you can provide that in this section.