



Institutional Quality Matters Implementation Plan

Year 1 Report

August 2009 – August 2010

Initiation Date of the Implementation Plan: September 15, 2009

Anne Arundel Community College (AACC) is committed to using the Quality Matters standards as a foundation for the design of new credit and non-credit online and hybrid courses; in addition, the Quality Matters standards are being used to ensure that current offerings meet best practices in design. AACC is systematically developing and evaluating online and hybrid courses based on QM’s rigorous, research-based standards. The implementation of QM at AACC is one component of a comprehensive quality assurance plan. AACC’s approved implementation plan included: independent course reviews, informal course reviews, and professional development opportunities.

Proposed Activities (Year 1)	Actual (Year 1)
Independent course reviews (10)	Independent course reviews (14) Thirteen courses met QM expectations; one course is in progress.
Informal course reviews (30)	Informal course reviews (41) Thirty-three met AACC’s criteria established for informal reviews; seven courses are in progress.
Professional Development	
Apply the QM Rubric (APR)	Thirty-eight faculty have completed the APR training. The training has been offered on campus and online (QM-hosted training).
Apply the QM Rubric/Peer Review Certification (APR/PRC)	Six faculty have completed APR/PRC training (QM-hosted training, online).
Peer Review Certification (PRC)	Twenty-six faculty have completed PRC training.
Peer Reviewers	Twenty-six faculty are certified peer reviewers.
Standard 6	Four faculty and staff have completed Standard 6 training.
Standard 8	Three faculty and staff have completed Standard 8 training.
IYOC	Five faculty and staff have completed IYOC training.
Train-the-Trainer	Two faculty and one administrator are certified QM trainers.
Master Reviewers	Three faculty and one administrator are certified master reviewers.

AACC's Academy of Excellence brings together faculty in multiple disciplines to serve as faculty mentors in order to support faculty who develop and deliver elearning credit courses, continuing education courses, and training. Ten faculty serve as mentors each year; these individuals develop/conduct training, work with faculty to develop elearning courses, mentor first-time online instructors, participate in course peer reviews, and serve as liaisons to the dean, Virtual Campus.

Full-time faculty and adjunct faculty are required to complete Pathways to eLearning training prior to teaching and/or developing online, hybrid or web-enhanced courses. Faculty are introduced to QM standards during the training and must demonstrate how their courses will meet the 17 essential standards as part of the training. Faculty receive a copy of the annotated rubric.

All credit courses (online and hybrid) and continuing education courses (developed by AACC) must meet the 17 essential standards prior to delivery or in the first semester the courses are offered. AACC developed an e-form to facilitate this process. Faculty complete the form, noting how their courses meet the 17 essential standards, and the form is routed to the peer reviewer. The peer reviewer reviews the course and provides feedback on the 17 essential standards. Courses either "meet" QM expectations or are considered to be in progress until the 17 essential standards are met.

The coordinator, Academy of Excellence, is developing a new online training for faculty who will be participating in a course review. "Preparing for a QM Review" will be available to all faculty in fall 2010. The purpose of this training is to provide faculty with a more comprehensive overview of QM and the processes; the course will also showcase examples of the applications of the standards from AACC's QM-recognized courses.

QM websites (both public and internal) have been developed to showcase QM efforts and accomplishments (<http://www.aacc.edu/virtualcampus/qualitmmatters.cfm>).

AACC's Virtual Campus, a model elearning provider, makes readily accessible Anne Arundel Community College's excellent learning programs for learners with academic, professional and life enrichment goals. These programs are supported by fully integrated and responsive student success services, to deliver courses any time and any place -- locally, regionally, nationally and globally. Quality Matters will continue to be a key component of the institution's comprehensive quality assurance plan in FY11.