QM@YC Essential Standards Checklist

Planning:

Tasks	Completed (y/n)	Date
Identify all online and hybrid instructors		
Identify all online and hybrid courses		
Develop two-year schedule for peer evaluator review following submission of Design Standards self-review		

Instructional Support will assist in identifying instructors and courses that are online and hybrid each semester.

Implementation:

Who?	Tasks	Completed (y/n)	Date
Faculty	Complete self-review using Design Standards		
	Submit Design Standards self-review to designate		
Designate	Retain original Design Standards self-review		
	Forward copy of Design Standards self-review to QM@YC		
QM@YC/Designate	Work with department to assign peer evaluator		
Faculty	Faculty and peer evaluator analyze self-review of Design Standards		
	Faculty and peer evaluator go through self-review of Teaching Standards		
	Completed peer evaluator Teaching Standards review submitted to designate		
	Modify course based on recommendations and feedback from the review process		
Designate	Retain original Teaching Standards self-review		
	Forward copy of Teaching Standards review to QM@YC		
	Complete summary of evaluation process at the end of the semester (survey will be sent to designate)		

Schools have the autonomy to discuss documents in the Performance Review.