Date: February 17, 2014

To: College Vice-Presidents
   College Academic Chairs
   College Online Faculty

From: Virginia Stewart Huntley, Director of Alamo Colleges Online

CC: College Presidents
    College Online Learning Support Staff
    Jo-Carol Fabianke, Vice-Chancellor of Academic Success
    Ruth Dalrymple, Associate Vice-Chancellor of Academic Partnerships

RE: Call for Participation - AlamoQUALITY

On January 21, 2014 the Board of Trustees approved implementation of the Alamo Colleges Online virtual campus program initiatives for enhancing the standards for teaching and learning in online and hybrid courses. The policy and procedures for the program is included in Section E: Instruction, E.1.9 Online Learning.

AlamoQUALITY identifies the initiative for improving student success in online courses and programs. This program is grounded in the nationally recognized Quality Matters Program™ (QM™) and research has demonstrated that use of the design principles outlined in the QM™ rubric improves student progression, retention, and success in their online courses.

The QM™ Program provides the Alamo Colleges' with a systematic process for implementing online program quality assurance. Key aspects of the QM™ program include:

- A framework for quality assurance based on principles of collegiality, collaboration, continuous improvement, centered-in-research.
- A set of standards (rubric) for the design of online and hybrid courses.
- A peer review process (faculty to faculty) for reviewing and improving online and hybrid courses.
- A rewarding professional enrichment program.

The 41 review standards included in the QM™ review rubric are organized in 8 general standard categories: 1) Course Overview and Introduction, 2) Learning Objectives, 3) Assessment & Measurement, 4) Instructional Materials, 5) Learner Engagement & Interaction, 6) Course Technology, 7) Learner Support, and 8) Accessibility. Additionally, the rubric offers 21 essential standards that must be addressed in the online course design.
While I hope to have 100% of our online instructors familiar with Quality Matters™, I recognize that this will take time to accomplish. In collaboration with the ACOL Working Group on Curriculum & Pedagogy prepared a structured approach for the program launch that allows for individual professional enrichment, as well as collaboration teams who can partner with colleagues in order to enrich the learning experience for students. The following participation options are available for all instructors teaching online at the Alamo Colleges’. Participants will receive professional development credit for all opportunities listed.

1. **Peer Reviewers** – faculty from across the colleges can complete the QM™ peer review certifications. This process requires completion of 2 professional development experiences and the submission of one of their courses for QM™ certification.

2. **AQ Team Builders** – are faculty teams who wish to collaborate to enhance their existing courses to include active learning pedagogical methods (i.e. contextualized learning, problem based learning, or project-based learning). The ideal team is comprised of individuals who instruct core courses in different disciplines, however this is not a requirement. The teams will collaborate to update their courses using active learning models along one of the following themes: creative and communication arts, business and entrepreneurship, health and biosciences, advanced manufacturing and logistics, public service, or science and technology. A repository of current research on practices in online learning will soon be available on the sharepoint site.

3. **Master Reviewers** – faculty from across the colleges can complete this certification by first satisfying the requirements for becoming a Peer Reviewer. Additionally, the faculty member must serve on 2 course review teams and complete a third professional development experience with the QM™ program. This process requires completion of 2 professional development experiences and the submission of one of their courses for QM™ certification.
Participation Guidelines

Individuals and teams interested in participating, can complete a request by clicking on this link AlamoQUALITY Program Request. You will be taken to the Alamo Share portal to complete a simple form. Your user name and password are the same as the one you use to login to your computer. Please click “+Add New Item” to submit your request for participation. Proposal review will begin immediately and continue. Calls for participation will be made in varying intervals based on current levels of participation and organizational staffing. (Please note: if you need assistance with the form you can call Support Central at ext. 50555 for help with using Alamo Share).

AlamoQUALITY Information sessions will be held on the dates provided below. All seasons will be held in a webinar format so you may participate from anywhere at any time. You may register for participation in Alamo Learn, additional sessions will be added as needed to accommodate communication and collaboration.

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<th>Date</th>
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I would like to thank you in advance for your collaboration and anticipated participation. If you have questions that are not addressed in this communication, please call the Office of the Vice-Chancellor of Academic Success at 210.485.0160 the Vice-Chancellor of Academic Success at 210.485.0160