KTCOB Online Teaching Task Force

Quality Matters Course Certification and Online Teaching Certification

Course Selection Process

The Florida Board of Governors (“BOG”) 2025 Strategic Plan for Online Education requires that online courses go through a quality review process. Based on the quality requirements outlined in the BOG plan, all courses collecting a Distance Learning Fee must be reviewed to ensure that the state standards for online course quality are met. To meet these requirements, USFSP will continue to use the Quality Matters (www.qualitymatters.org) (“QM”) external peer review process, which is a preferred process within the BOG plan. The review and certification process will be facilitated by the Online Learning and Instructional Technology Services (OLITS) at the Nelson Poynter Memorial Library.

Another requirement in the BOG 2025 Strategic Plan for Online Education is for online instructors to hold a certification to teach online. OLITS has developed an online teaching certificate and the courses will be hosted through OLITS.

The Dean is offering ten (10) stipends per academic year of $2,500 for professional development (to be used for equipment, conferences, books, etc.) upon completion of the QM course certification and online teaching certificate. The $2,500 stipend is for a one-course certification and teaching certificate and does not apply to QM course recertification. The stipend application form is on the second page of this document.

Under this guideline, the selection of courses for QM certification is as follows:

1. At the beginning of April, the Online Teaching Task Force Committee (OTTFC) – with the help of the department chairs and the graduate program director – selects courses for the QM course certification and contacts the corresponding instructors. (*)

2. Instructors have until the end of April to decide if they want to go through the QM course certification.

3. Upon acceptance, instructors complete the stipend application (on the second page of this document) and return it to Amy Thomas (and OTTFC) by the beginning of May.

4. OTTFC sends the list of courses to the OLITS representative. OTTFC also informs the instructor if he/she needs to complete the online teaching certificate as well.

5. OLITS representative works with the instructors to complete the course certification and the online teaching certificate (if needed).

(*) Online graduate courses have priority in the selection process due to maintaining and improving the MBA program’s standing at the US News Best Online MBA rankings.
Stipend Application for Quality Matters Course Certification and Online Teaching Certificate

To recognize the additional time and training in earning Quality Matters (“QM”) course certification and an online teaching certificate, the Kate Tiedemann College of Business will offer a one-time stipend in the amount of $2,500 for professional development (to be used for equipment, conferences, books, etc.). The $2,500 stipend is for a one course QM certification and teaching certificate and does not apply to QM course recertification. This stipend is payable upon completion of the QM course certification and online teaching certificate offered through the Online Learning and Instructional Technology Services (“OLITS”).

Applicant Name: ________________________________________________________________

Course Name: _________________________________________________________________

<table>
<thead>
<tr>
<th>I acknowledge…</th>
<th>Initials</th>
</tr>
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<tbody>
<tr>
<td>I have not received a stipend for this course from the KTCOB for QM certification.</td>
<td></td>
</tr>
<tr>
<td>I cannot receive full compensation until the course has been QM certified and I have successfully completed the online teaching certificate offered through OLITS.</td>
<td></td>
</tr>
<tr>
<td>QM course certification must be completed within one academic year from the last signature date on this agreement and the online teaching certificate must be completed within two academic years from the last signature date on this agreement.</td>
<td></td>
</tr>
<tr>
<td>I have read the requirements set forth in this agreement regarding QM course certification and the online teaching certificate and stipend eligibility and disbursement.</td>
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______________________________________________________________________________

Course Instructor Signature _________________________________________________ Date

Applicants should complete this eligibility form and return it to Amy Thomas.

______________________________________________________________________________

Received by Amy Thomas ___________________________________________ Date

______________________________________________________________________________

Online Learning Task Force Committee ________________________________________ Date