

34897

**ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
SEPTEMBER 15, 2023**

**SUBSCRIPTION MEMBERSHIP AGREEMENT
FACULTY PROFESSIONAL DEVELOPMENT TRAINING
QM QUALITY MATTERS, INC.
THE OFFICE OF ACADEMIC AND STUDENT AFFAIRS
DISTRICT WIDE**

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair, upon final approval of the General Counsel, as to the legal form of such agreements, to authorize the execution of a membership subscription agreement at a cost not to exceed \$13,000 and the issuance of purchase orders to QM Quality Matters, Inc. for faculty professional development training focused on asynchronous online instruction for a cost to exceed \$35,000, at a total cost not to exceed \$48,000, for the period commencing no sooner than August 3, 2023 through September 30, 2024.

VENDOR: QM Quality Matters, Inc.
1997 Annapolis Exchange Parkway, Suite 300
Annapolis, MD 21401

USER: District Wide/Kennedy-King College

TERM:

The term of the subscription membership agreement will commence October 1, 2023 and end September 30, 2024.

The purchase of faculty professional development training will be made no sooner than August 3, 2023 and no later than September 30, 2023. The purchase is for pre-paid seats for faculty professional development training focused on asynchronous online instruction, and expire after all of the training “seats” have been used by faculty.

SCOPE OF SERVICES:

City Colleges of Chicago has adopted the QM Quality Matters (Quality Matters) training as the framework for online course delivery. Quality Matters is a nationally recognized and widely used standard for online course design. Any faculty teaching or developing asynchronous online courses are required to complete this training. Quality Matters provides the asynchronous online training courses, registration portal and completion records. These training courses prepare faculty to provide quality online instruction to CCC students. CCC faculty must complete two courses from Quality Matters prior to teaching online for CCC. Quality Matters will provide 156 seats for CCC faculty (90 seats for Kennedy-King College and 66 seats for the other colleges district wide) to participate in online training courses. Quality Matters also provides a wide variety of professional development opportunities that are applicable to all delivery modes. Faculty are able to take advantage of the opportunities and can do so through a self-service portal.

BENEFIT TO CITY COLLEGES OF CHICAGO:

City Colleges of Chicago will benefit by implementing a widely recognized quality framework across the online learning courses. This will allow us to expand the number of faculty qualified to teach online and will result in consistent and quality student experiences. This benefit can translate to both the hybrid and face-to-face modalities as well as these faculty will be prepared for the web enhanced classroom experience.

VENDOR SELECTION CRITERIA:

Pursuant to State law, all contracts for the purchase and delivery of data processing equipment, software and services are exempt from the District’s competitive bidding requirements.

MBE/WBE COMPLIANCE:

The Office of Procurement Services has reviewed the proposed agreement and recommends a waiver of the Board Approved Participation Plan due to the nature of the agreement (subscription service) and the exemption from competitive bidding.

GENERAL CONDITIONS:

Inspector General- It shall be the duty of each party to the agreement to cooperate with the Inspector General for City Colleges of Chicago in any investigation conducted pursuant to the Inspector General’s authority under Article 2, Section 2.7.4(b) of the Board Bylaws.

Ethics – It shall be the duty of each party to the agreement to comply with the applicable provisions of the Board’s Ethics Policy adopted January 7, 1993, and as amended by the Board.

Contingent Liability – Pursuant to Section 7-14 of the Illinois Public Community College Act, all agreements authorized herein shall contain a clause that any expenditure beyond the current fiscal year is subject to appropriation in the subsequent fiscal year.

FINANCIAL

Total: \$48,000

Charge to: Office of Academic and Student Affairs and Kennedy-King College

Sources of Funds: Education and Grant

FY24: 540000-00003-0022060-20000 and 540000-21000-10-107312210

Respectfully submitted,

**Juan Salgado
Chancellor**

September 15, 2023 – The Office of Academic and Student Affairs