

**35636**  
**ADOPTED – BOARD OF TRUSTEES**  
**COMMUNITY COLLEGE DISTRICT NO. 508**  
**OCTOBER 9, 2025**

**BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508**  
**COUNTY OF COOK AND STATE OF ILLINOIS**

**SUBSCRIPTION MEMBERSHIP AGREEMENT**  
**FACULTY PROFESSIONAL DEVELOPMENT TRAINING**  
**QM QUALITY MATTERS, INC**  
**OFFICE OF ACADEMIC 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 an agreement for membership subscription and professional development training focused on asynchronous online instruction for faculty for a total cost not to exceed \$59,325 for the period commencing no sooner than October 9, 2025, and continuing for 1 year after such commencement date.

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

**USER:** District Wide

**TERM:**

The term of the subscription agreement shall commence no sooner than October 9, 2025, and will continue for 1 year after such commencement date. and will expire after all of the training “seats” have been used by faculty.

**SCOPE OF SERVICES:**

Beginning in 2020, in order for faculty to teach asynchronous online and hybrid courses, faculty are required to possess a master's degree that qualifies them to teach their respective course content in accordance with the City Colleges of Chicago Credential Guidelines, and successfully complete professional development in online education:

- QM Teaching Online: An Introduction to Online Delivery (TOL)
- QM Applying the Quality Matters Rubric (APPQMR)
- Teaching Asynchronous Courses in Brightspace at CCC (BSP 201)

Due to the requirements to teach asynchronous online and hybrid courses at CCC, we need to renew the district-wide subscription with QM to continue to provide discounted rates for the required workshops.

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 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 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. The purchase of faculty professional development training will be made no sooner than October 9, 2025. The purchase is for pre-paid seats for faculty professional development training focused on asynchronous online instruction as follows:

College	Number of Seats	Cost of Seat	Total	Funding
Olive-Harvey College	90	\$220	\$19,800	PBI Grant
Malcolm X College	20	\$220	\$2,200	PATH Grant
Harry S. Truman College	16	\$220	\$3,520	Perkins Grant
Harold Washington College	90	\$220	\$19,800	Perkins Grant

#### **BENEFIT TO CITY COLLEGES OF CHICAGO:**

Quality Matters promotes and improves the quality of online education and student learning nationally and internationally by utilizing appropriate evaluation tools and procedures, which are backed by research and practice-based quality standards. In accordance with CCC's Strategic Framework, the Online Learning Department, under the guidance of the AVC of Instructional Quality and Innovation, seeks to use the resources Quality Matters provides to support and improve quality in online courses to ensure learners have excellent academic experiences.

In 2019, the Online Learning Department responded to the faculty's desire for a better online teaching credential option and decided to adopt Quality Matters because of their national and international reputation for promoting quality in online education. Quality Matters courses and workshops meet CCC faculty members' needs and expectations for relevant and productive professional development from a recognized organization with a strong reputation. Our access to Quality Matters training 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:**

In accordance with sole source policy procedures, this service is exempt from the District's competitive bidding process

#### **MBE/WBE COMPLIANCE:**

The Office of Procurement Services has reviewed the proposed compliance plan and recommends a full waiver of the Board Approved MBE/WBE Contract 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**

<b>Total:</b>	\$59,325
<b>Charge to:</b>	Office of Academic Affairs
<b>Sources of Funds:</b>	Education Fund, Grant Fund
<b>Budget Lines:</b>	53/540000-00003-0022060-20000-0000000
	53/540000-21000-5010000-10001-1079150
	53/540000-21000-4000450-20000-103262640

**Respectfully submitted,**

**Juan Salgado  
Chancellor**

**October 9, 2025 – Office of Academic Affairs**