

From: <technology@qualitymatters.org>
Date: Mon, Jun 29, 2015 at 3:01 PM
Subject: Quality Matters - ENG 3302 -Amendments Completed
To: ogleric@uhd.edu
Cc: lanej@uhd.edu, hashbaugh@gmail.com, SEngel@sctcc.edu,
mgrandje@nmsu.edu

Dear Richard,

Thank you very much for submitting your course amendments for a Quality Matters Peer Course Review.

The course, ENG 3302 , was reviewed by a trained Quality Matters Peer Review Team.

In order to meet Quality Matters review expectations using the Fifth Edition of the QM Rubric, a course must meet each of the 21 essential standards (standards valued at 3 points). In addition, the course must receive a minimum of 84 (out of 99) points.

We are pleased to inform you that the course met Quality Matters review expectations. Access your final report by logging into the [Course Review Management System](#) (CRMS). The course review certificate may be printed from your MyQM account within 3 business days of all paperwork submission. Courses that successfully meet QM standards are eligible to carry the QM Certification Mark. QM Certification Marks are protected trademarks and are accessible by your QM Coordinator.

Send QM a screen shot or link to qmcoursereviews@qualitymatters.org showing the QM Certification Mark as it appears on your course and/or other publications. When you use the Certification Mark, please include the following text, "This certification mark recognizes that this course met Quality Matters review standards." You will note that the QM Certification Mark includes the year of the course review. Courses will require a re-review based on factors such as time, significant changes to content, and technology, etc.

On behalf of Quality Matters, thank you for participating in a Quality Matters Course Review. Please contact me if you have any questions or concerns.

Course Number: ENG 3302

Course Name: Business and Technical Report Writing

Institution: University of Houston-Downtown

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Sincerely,

Heidi Ash, QM Master Reviewer