

Porterville College Local Peer Online Course Review (POCR) Process DRAFT

Goals:

- Improve the teaching and learning experience for both students and instructors in online courses.
- Improve success and retention rates for students enrolled in online courses.
- Promote collaboration among faculty across divisions.
- Align at least 20% of the college's online course offerings to the OEI Rubric within the next two years.

Strategies to Encourage Faculty to Become a Peer Reviewer:

- Get Academic Senate to adopt the rubric and to support a local POCR process.
- Actively promote the idea to faculty who have completed the OESP course.
- Schedule reviews at a time when faculty are not as busy, such as the week after spring term ends, or the week prior to the fall term beginning.
- Offer a stipend.
- Salary advancement option for completing the @ONE POCR course.

Strategies to Encourage Faculty to Offer their Course for Review:

- Get Academic Senate to adopt the rubric and to support a local POCR process.
- Make the following issues clear:
 - Reviews are done by faculty peers and are completely confidential.
 - Reviewers observe the intellectual property rights of faculty, follow strict protocol outlined by the statewide Academic Senate, and are trained in how to use the rubric.
 - Review process provides instructors with useful feedback they can apply to their courses.
 - Courses aligned to the rubric are typically more fun to teach, and students are typically more satisfied in these courses.
 - Courses aligned to the rubric will float to the top in course searches on the CVC.edu website.
 - It is typical for a course to not be fully aligned to the rubric right from the start, and therefore need to be reviewed a second and maybe even a third time.
 - The local-POCR process is a stepping stone to the statewide-POCR process. OEI will only recognize a course as being aligned to the rubric, after it has been approved by the statewide-POCR.

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- The local POCR process is a good way to prepare, in a low stakes way, for formal course evaluations.
- Accolades - Courses that get officially aligned to the OEI Rubric by the statewide-POCR process will be highlighted by the college in some way. (Details still to be worked out)

Review Process

1. Each review will be conducted by 2-3 primary reviewers, in addition to a specialist who will review Section D (accessibility).
2. Reviewers and instructor of course being reviewed read and sign an MOU that:
 - a. States the voluntary nature of the review process.
 - b. Outlines the confidentiality requirements of reviewers.
 - c. Affirms the intellectual property protections for the course being reviewed.
 - d. Prohibits reviewers from making changes to the course.
 - e. Urges the instructor of the course being reviewed to follow through with suggestions for changes to the course by the deadline given.
 - f. Explains that upon passing local review, courses will be sent to a statewide reviewing body for final rubric alignment confirmation.
3. The Canvas admin will make a copy of the course to be reviewed, and add the reviewers to the course with the role of “teacher”.
4. The reviewers will use the [CVC-OEI Online Course Design Rubric](#), to perform individual reviews.
5. Upon completion of individual reviews, the reviewing team will meet to norm their reviews, and create a master review.
6. The team will:
 - a. Email the master review to the instructor
 - b. Include suggestions for where to get assistance in aligning any non-aligned elements.
 - c. Include instructions on how to re-submit the course for follow-up review. The resubmission must be done within 2-weeks from the date of the emailed master review. (Note: The reviewing team may choose to offer an extended deadline, but are not required to do so.)
7. To resubmit for follow up review, the instructor sends an email to the same person who sent them the master review.
8. When a course is resubmitted for review, the reviewing team will meet to re-review the course
9. Repeat steps 6, 7, and 8 until the course fully aligns to the rubric.
10. Once the reviewing team has confirmed that a course is fully aligned to the rubric, the team will notify the College’s POCR Lead (currently-Sarah Phinney)
11. After receiving confirmation of three courses being aligned to the rubric, the POCR Lead will submit those three courses to @ONE’s POCR team. The @ONE POCR team will provide the college with feedback.

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12. After @ONE has approved of our College's local POCR process, our local POCR reviewing teams will send their confirmation of rubric aligned courses to the College's POCR Lead. The POCR Lead will forward them on to @ONE's expedited rubric review process.
13. @ONE notifies the instructor and POCR Lead of once they confirm a course has been aligned to the rubric.
14. Courses that are aligned to the rubric will float to the top of searches done on cvc.edu, and presumably also on the cross-enrollment search once it is functional.
15. Instructors who have aligned one or more courses to the rubric will receive special recognition (special recognition yet to be determined).