Moorpark College Local POCR
Course Instructor Expectations & Agreement

To participate in local POCR and have your course reviewed by our local POCR team, there are a few steps that need to be taken:

Training/Preparation:

1. Make sure your course qualifies
   a. Have you taught the course online, in Canvas, for at least one full term?
   b. Is the course completely online?
   c. Is the course part of an ADT (Associate Degree for Transfer), General Education Transfer Patter (CSU or IGETC), or CTE (Career Technical Education)

2. Attend an Orientation Meeting provided by the POCR Lead
   a. Faculty Orientation Meetings are held once a month are about 45 minutes. In this meeting, you will learn about the benefits of participating in the review process, the steps of the review process, and more!

3. Use the Course Review Prep form to conduct a self evaluation.
   a. This ensures that your course is prepared and you can make adjustments as needed before your course is submitted for the formal review.

Expectations:

1. You are expected to have a course that is largely aligned (to the best of your ability) to the CVC-OEI Rubric [see #3 above].

2. You agree to receive feedback from your reviewers

3. You agree to abide by the strict review deadlines in order to ensure course review in a timely manner.

4. You will be compensated as a Professional Expert in the amount of $1,500* which will be paid once your course (and course reviews) have been verified and signed off by your POCR Lead.

5. By accepting the responsibilities listed above, you are also agreeing to participate in future meetings as needed.

6. You must be open to completing a survey evaluation of your experience with your reviewer team (responses are kept confidential).

Name: _____

Signature: _____

Date: _____

Course Instructor Expectations

Before going through the process,

Make a copy of the most up to date version of your course in Canvas and name it using this convention (our ITDs can help you with this!):

MasterShell_CourseC-ID_LastName
(Example: *MasterShell_MATH101_Bell)*

Ensure that course meetings Course Review Prep form expectations.

Be sure to publish the course and all instructional content in the course.

Create a separate folder in your Files area called "Accessibility" and add any files, documents (Word, PDFs, PowerPoint, Excel, etc. that are currently being used in your course). Do not include images in the folder. Delete other files that are not being used.

1. **Week 1**

Responds to Course Reviewers' introductions and requests for availability/preferred modality.

Awaits feedback from Course Reviewers.

2. **End of Week 1 - Week 2**

Receives feedback from Course Reviewers via the Course Review Google Docs Form

3. **End of Week 3 - Week 4**

Revise the course per the feedback received. Indicate areas of revision/enhancement.

Go through this process of communicating feedback and providing assistance as many times as needed until alignment is reached

4. **Week 5 - Week 6**

Revises the course per the additional feedback from course reviewers and Accessibility Specialist.

5. **End of Week 6**

Course should be aligned to all rubric standards. Final rubric is submitted to the POCR Lead for verification and to be signed off.

Contact Information:

We're here to help you!

For any questions or assistance please contact:

Matt Calfin
(805) 553-4798
mcalfin@vcccd.edu

Matt Spinneberg
(805)553-4835 ext. 4835
matt_spinneberg1@vcccd.edu

Anasheh Gharabighi
(818) 434-9642
agharabighi@vcccd.edu

Moorpark College Local POCR
Course Reviewer Expectations & Agreement

To become a Peer Online Course Reviewer, there are a few steps that need to be taken:

Training/Preparation:

1. Complete and sign the POCR Course Participation Agreement that asks you to acknowledge:
   a. That the focus of the training is applying the OEI Rubric rather than discussing its history, use, and merits.
   b. The course builds on your *existing* knowledge of Canvas and online pedagogy.
   c. You will be a member of your college's POCR Team (or will be upon completion of the course)
   d. You agree to make revisions to the assignments based on facilitator feedback
   e. The threshold for a badge of completion is 85%

      After submitting the Participation Agreement Form, you must check your email for a message from Stacey Carrasco that says "Here's your registration link." You must click on the link in that email to finish enrolling in the course.

2. Attend a POCR Reviewer Training (4 weeks). The upcoming dates for the POCR Reviewer Training are:
   a. January 25th-February 20th [21SP-POCR-1]
   b. February 1-27th [21SP-POCR-2]
   c. March 15-April 10th [21SP-POCR-3]
   d. May 17th-June 12th [21SP-POCR-4]

3. Attend an Orientation Meeting provided by the POCR Lead
   a. Faculty Orientation Meetings are held once a month are about 45 minutes. In this meeting, you will learn about the benefits of participating in the review process, the steps of the review process, and more!

Expectations:

1. You agree to attend an orientation meeting with your POCR Lead, Anasheh Gharabighi, in order to discuss the local POCR process.

2. You are expected to meet strict deadlines to ensure course alignmet in a timely manner.

3. By accepting the responsibilities listed above, you are also agreeing to participate in future meetings as needed.

4. You must be open to survey evaluation from the course instructor of the reviewer experience (responses are kept confidential).

5. You will be compensated as a professional expert in the amount of $750* but it will be disbursed once the course review is verified and signed off by the POCR Lead.

6. You acknowledge that courses will be assigned based on availability

    a. You acknowledge that being assigned to a review does not secure future reviews. Ideally, our team would like to keep the cycle of reviweers but the case may arise in which that isn't possible.

Name: _____

Signature: _____

Date: _____

Course Reviewer Expectations

1. **Week 1**

The Course Reviewers will have access to the Course Instructor's blueprint shell at the start of week 1.

The Course Reviewers and Course Instructor will be introduced to each other via email by the Campus POCR Lead.

Primary contact information and best meeting times/modes will be discussed amongst themselves.

Reach out to course instructor, introduce yourself, and communicate availability/preferred modality to meet.

Review Sections A-C. Prepare the feedback according to the CVC-OEI best practices and complete the CVC-OEI Course Review PDF Rubric.

2. **End of Week 1 - Week 2**

Go through a "norming" session in which they compare feedback; they consolidate their feedback/revise as necessary and send the feedback via the Course Review Google Doc form to the course instructor

During the norming session reviewers should:
1. Compare their findings
2. If there is variation in findings, support the rationale for each finding
3. Reach a consensus
4. Revise feedback
5. Move onto the next section.

3. **End of Week 3 - Week 4**

Provide support to the course instructor as needed (emails, Zoom meetings, phone calls, include your hours of availability for the course instructor in case they need assistance).

Go through this process of communicating feedback and providing assistance as many times as needed until alignment is reached

4. **Week 5 - Week 6**

Review the course for a final time (Sections A-C) based on the edits that were made and indicated on the Course Review Google Docs form; Accessibility Specialists review Section D (may take place earlier in the review process)

5. **End of Week 6**

Go through a "norming" session in which a final rubric is created on the Course Design Rubric PDF. Reviewers submit the rubric to the Local Campus POCR Lead (Anasheh) and the course instructor (indicating course completion) and the review is verified and signed off.

The completed full review will be labeled using the following method:

Course number_final full review_Last name of course instructor

Example: CD 14_Final Review_Smith

We're here to help you!

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