



## **RELEASED TIME/EXTRA PAY OPPORTUNITY ANNOUNCEMENT**

### **Lead Peer Online Course Reviewer 60% Assignment Closing Date: May 30, 2024**

#### **Objectives of Assignment:**

To provide leadership and guidance of the GCC local Peer Online Course Review (POCR) process, and to liaise with the statewide California Virtual Campus-Online Educational Initiative (CVC-OEI) with the tasks of reviewing and aligning online courses for recognition and "Quality Reviewed" Badging by the CVC-OEI and privileged publication of QR Badged courses in the ExCEL cross-enrollment (OEI Exchange) platform.

#### **Description of Assignment:**

The Lead POCR will act as a faculty liaison between the CVC-OEI Design Academy and GCC to guide DE faculty through the OEI Course Design Rubric process. The Lead POCR will work with the DE Team to develop strategies to increase POCR participation and the completion of course alignment with fully online ADTs and Certificates that contribute to enrollment for cross-listed eligibility in CVC-OEI Exchange (ExCEL). As part of the DE Team, the Lead POCR will maintain awareness of GCC's progress toward Teaching College Status in the CVC-OEI Exchange and will work in collaboration with the DE Coordinator, Instructional Designer, DE Faculty Development Coordinator, other appointed Peer Reviewers, Academic Senate, ITS, and the Dean of the Library and Learning Support Services to promote POCR participation and enrollment strategies.

#### **Duties & Responsibilities:**

- Faculty Recruitment-Responsible for recruiting faculty to participate in the POCR incentive. Sending out regular campus wide emails to PT/FT faculty. Individually reaching out & communicating with DE faculty in regards to incentive. Reviewing courses to determine if they are ready for the application process.
  - Ex. Spring 2023 incentive-emailed and corresponded with 20 faculty members who completed the @One POCR course and encouraged participation. Part of this involved reviewing courses & offering general feedback.
- Conducting preliminary course reviews for each POCR applicant to narrow down and determine final participants. Involves meeting and discussing each course with the local POCR team.
- Creating Canvas Master Course Shells for each faculty member applying/participating in POCR.
- Holding Zoom onboarding sessions prior to the start of the semester to familiarize selected POCR participants with the POCR process and the 34 criteria of the Online Education Initiative (OER) rubric.
- Checking Self-Review Forms which each instructor completes at the start of the POCR process before the official review takes place. This gives them an idea of the general items that may need correcting.

- Ed Teach- Completing Ed-Teach workshops is a required part of the POOCR process. The POOCR Lead is responsible for grading all completed assignments in the ED-Teach workshops for each participant.
- Cursory reviews of POOCR courses-Between weeks 2-4 of the semester, POOCR Lead conducts cursory reviews of each course in an attempt to allow participants to remediate as much as possible prior to official review. Notes/feedback on each of the 34 OEI rubric items are drafted and sent to each participant.
- Independent formal review of each course-Between weeks 6-9, formal reviews of each course are conducted by POOCR Lead and one other reviewer independently. Reviews are uploaded to a side-by-side templated document for comparison.
- Norming of reviews-POOCR Lead and reviewer meet at end of each review for a norming session and comparison of individual findings from the the 34 OEI criteria.
- Create Course Design Plan-POOCR Lead creates a composite review of the course based on combined findings between Lead and reviewer. This document is then used between Lead and participant to monitor notes and changes throughout the review process.
- POOCR participant meetings-Lead POOCR meets with each faculty to discuss aligned and incomplete items after the formal review and after composite has been created.
  - With many faculty, the LEAD POOCR continues to meet regularly (weekly or bi-weekly) for progress checks and to help bring the course to full alignment.
- Teaching/support during alignment-Lead POOCR is responsible for regularly checking in on faculty and teaching + supporting in the alignment of each rubric criteria. Often this involves providing templates, creating sample pages, sample modules, etc.
- Working with Instructional Designer & sometimes Accessibility Specialist to help in course design & accessibility issues (section D of OEI rubric).
- Conducting accessibility & quality control checks- Current POOCR lead has been responsible for a large part of remediating accessibility issues in the online course. This requires a page-by-page quality control check and remediation of flagged accessibility items.
- Captioning-Submitting batches of videos for captioning and re-embedding them into the individual pages of the course after completion.
- Quality Review Badging-Submitting aligned courses to the CVC for final approval and publication of courses on CVC-OEI website and GCC dashboard.
- Reviewing and maintaining the OEI Course Design Academy Dashboard in order to track “Quality Review” badged courses and pending approved courses.
- Reviewing CVC-OEI website for accurate notations on GCC courses.
- CVC Norming Sessions-Lead POOCR attends quarterly CVC-OEI norming sessions in order to stay current with the requirements of the OEI rubric areas. Lead also updates the GCC Self-Paced OEI Rubric Alignment Shell based on norming session notes/changes.
- GCC Norming Sessions-Lead is responsible for setting up GCC local POOCR norming sessions with the POOCR team. These meetings take place for local norming and decision making in regards to GCC specific requirements and criteria for alignment of rubric sections.
- Meetings-Lead POOCR participates in the following meetings:
  - Bi-weekly DE check-in meetings (previously weekly).
  - Monthly CODE meeting as a Resource.
  - GADER subcommittee (previously).
  - CCC DECO (DE Coordinator Organization)

- Training meetings through CA Chancellor's Office
- Participate in Peer Online Course Review (POCR) online training or DE webinars through @ONE to discuss current trends in course design with emphasis in Online Education Initiative Standards.

Working closely with the Instructional Designer, DE Coordinator, DE Faculty Development Coordinator, to develop an on-going cohesive local DE Course Review process within the GCC DE program.

**Supervision Exercised and Received:**

Supervision provided by the Dean of Library and Learning Support Services.

Note: The POCR Subcommittee under the Committee on Distance Education (CoDE) is a Senate committee and operates under Senate authority. In this context specifically, the Lead POCR also has reporting responsibility to the Senate.

**Tasks and/or Activities Required:**

- Recruit faculty to participate in the Peer Online Course Review process to align their asynchronous courses with the 34 criteria of the Online Education Initiative rubric.
- Meet for preliminary course review with each selected POCR participant.
- Lead 3-person POCR team in their independent reviews of a submitted course; meet with all Review Team members to discuss independent evaluations of the 34 OEI criteria. Write composite review.

**Preferred Qualifications:**

- Successful completion of @ONE Peer Online Course Review 40-hour course to become POCR Certified. (This is required by the CCCCO Online Education Initiative – OEI – for this CVC-participating college role)
- Currently DE Certified and eligible to teach DE courses at GCC
- Knowledge of Distance Education processes and procedures at GCC
- Experience teaching in an online/hybrid environment.
- Understanding of effective practice in online instructional design
- Understanding of learning theory and adult student characteristics
- Excellent presentation, organizational, and communication skills.

**Stipend and/or Released Time:**

60% Released Time Fall and Spring (based on a 35-hour work week as indicated in the Guild contract).

**Term of Assignment:**

Two (2) years subject to an annual review by the RT/EP Committee and the availability of funding.

**Application Procedure:**

1. Interested faculty members should submit an application and letter of interest which clearly describes how the candidate is qualified to fulfill the duties of the position as listed on this

announcement. The letter of interest must be received in the Human Resources Office by 4:30 p.m. on the closing date for consideration for this position.

2. A selection committee will interview the candidates for the position and make a final recommendation to the Vice President, Instructional Services.

Application forms are available in the  
**Office of Human Resources**

**CLOSING DATE: May 30, 2024**

*All activities related to this position in no way supplant contractual responsibilities such as office hours, committee assignments and curriculum revision and development.  
This position is subject to availability of continued funding.*



**APPLICATION FORM**

**Lead Peer Online Course Reviewer  
60% Assignment  
Closing Date: May 30, 2024**

Attach Additional Sheets, If Necessary

<b>Name:</b>	
<b>Current Position at GCC:</b>	<b>GCC Telephone Extension:</b>
<b>Relevant Experience and Education:</b>	
<b>Other:</b>	
<b>References:</b>	

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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