



## **ANNOUNCEMENT**

### **College Peer Online Course Review Lead Job Description**

For Academic Year 2022-2023

FROM: Kuni Hay, Vice-President of Instruction  
TO: ALL FACULTY  
DATE: April 4, 2022

In accordance with PFT agreement Article 14, G, this special assignment was developed and the stipend was determined by the College President. The opportunity is being announced to all college faculty 10 working days before review and selection.

Interested faculty are encouraged to submit a Statement of Interest and resume to Kuni Hay, Vice-President of Instruction ([khay@peralta.edu](mailto:khay@peralta.edu)) and Domonique Prince ([dprince@peralta.edu](mailto:dprince@peralta.edu)) by April 15, 2022.

The assignment begins on August 22, 2022 and ends on May 17, 2023.

This assignment is ancillary, as defined pursuant to Education Code 87482.5 subsection (c) {i}

#### **Desirable Skills and Knowledge for the assignment are as follows:**

- POCR certified course reviewer.
- Fluency with Canvas and familiarity with popular learning tools interoperability apps (LTIs).
- Knowledge of the latest distance education theories and practices; principles and techniques that assure student success.
- Working knowledge of the District Course Management System and be experienced teaching online or hybrid courses.
- Ability to gather, analyze and interpret statistical information relating to the CVC.

#### **Duties and Responsibilities for the assignment include:**

The primary responsibilities of the Peer Online Course Review Lead include, but not limited to:

1. Develop and implement a Peer Online Course Review (POCR) process for the college.
2. Set up trainings and/or workshops to assist instructors in completing the POCR process.
3. Coordinate faculty training on the CVC rubric.
4. Stay current on CVC guidelines through continued professional development (e.g. @ONE classes, conferences, webinars, etc.).
5. Act as liaison with local POCR Guide.
6. Keep up-to-date with CVC regulations as well as state and other regulations that are relevant.
7. Serve as a member, and attend meetings, of the PCCD DE Committee.
8. Serve as a Chair of college Distance Education POCR Sub-Committee, and act as liaison between the PCCD DE Committee and POCR Sub-Committee.
9. Attend monthly statewide DECO meetings.
10. Attend monthly Statewide POCR Norming Sessions.

11. Work with the College District Distance Coordinator to create trainings.
12. Monitor progress and advise college related to the requirements outlined in Appendix A.2. in “The Consortium Master Agreement for California Community Colleges.” (“The Consortium Master Agreement for California Community Colleges” is attached hereto as Exhibit 1).
13. Act as a member of the “College Consortium Team” as outlined in Appendix A.4.a of the “The Consortium Master Agreement for California Community Colleges.” (See Exhibit 1).

**Load for 2022-2023:** 0.4 FTE

**Reporting:** BCC POCR Lead reports to the Vice President of Instruction or Designee.

**Term:** 1 year term commitment with subject to an annual review of funding, job responsibilities, and the coordinator.

The President has the right, at her discretion, not to continue the faculty member in the special assignment after the posted ending date, and this decision shall not be subject to the grievance procedure.

The faculty member who is chosen for this special assignment shall be notified via email within five (5) working days after the selection is made.

- Knowledge of the “The Consortium Master Agreement for California Community Colleges” and the benchmark and growth requirements.
- Ability to interpret and apply the OEI Course Design Rubric to courses.
- Interact and communicate effectively with the college community in order to create effective distance education structures.