SPECIAL ASSIGNMENT POSITION DESCRIPTION

Peer Online Course Review (POCR) Team Member
(Four Positions)

DESCRIPTION OF PROJECT, WORK, SERVICE REQUESTED:
As a California Virtual Campus-Online Education Initiative (CVC-OEI) Consortium college, a local peer online course review (POCR) team is needed to maintain status as a Consortium school and as a first step in aligning online courses to the CVC-OEI Quality Course Design Rubric. Once aligned and badged, those courses will be priority-listed in the [Finish Faster Online](#) (FFO) statewide course system. Faculty wishing to align their course(s) will be required to submit their course(s) to the local team for the first review. Once approved by the local POCR team, the course(s) will be submitted to @ONE for a final review that includes an accessibility review. Faculty designer will then be assigned to an @ONE reviewer who will partner with them to review course accessibility and ensure all elements of the Rubric are met. Upon completion of the @ONE review, the course will be badged for quality and will receive priority listing in Finish Faster Online.

Four team-member positions will be funded for the 2019-2020 academic school year through Hartnell's READY | SET | GO grant, which covers costs for team-member training and peer course reviews. Faculty team-members will receive training on assessment and feedback for peer review, and will be expected to professionally critique and support their colleagues in their course design. This program is being institutionalized as a step toward improving the quality of Hartnell College's distance education offerings.

Reports to: Distance Education Coordinator/Grant Manager

SAMPLE DUTIES AND RESPONSIBILITIES:
- Complete @ONE's 4-week [POCR training](#) course with an 80% score or higher.
- Work and collaborate with POCR team members to review the college's fully online courses to align with the [CVC-OEI Quality Course Design Rubric](#).
- Provide written feedback and act as a mentor to faculty updating their online course for Rubric alignment.
- Maintain documentation and records in a highly professional and private manner. (Including non-disclosure without permission of the faculty designer.)
- Meet briefly with faculty designer, if needed, and make referrals to the PDC when appropriate.
- Create a system for rotating team member review opportunities.
- Complete reviews in a timely manner (as set by team).

DELIVERABLES EXPECTED:
- Certificate of POCR Completion – POCR Badge
- Course review schedule for each team member
- Completed reviews as assigned by team
- Successful @ONE badging of aligned courses

DESIRED QUALIFICATIONS AND KNOWLEDGE:
- Current knowledge of CANVAS, online education pedagogies, technology, and related requirements.
- Ability to assess distance education courses.
- Excellent written and verbal communication skills.
- Time management skills.
- Experience developing your own online courses and/or teaching online.
- Experience training, mentoring, or coaching other faculty (online or F2F).

TERMS OF APPOINTMENT:
- The anticipated term of assignment begins October 1, 2019 and concludes June 30, 2020.
- Payment of $1,000 will be made for POCR training upon receipt of course badge/completion.
- Time and effort reports are required to be submitted for each course review. Payment of $300 will be made per review.

APPLICATION PROCEDURE:
- Submit a letter of intent that specifies your interest in this position and addresses your qualifications for the assignment (maximum 1 page).
- Submit to HR by email to work@hartnell.edu only. (Please do not bring a hard copy to HR or email Alma Arriaga.)
- Deadline for submission is Monday, September 23, 2019, at 3:00 p.m.