Side Letter

between the

All Faculty Association

and

Sonoma County Junior College District

regarding

Peer Online Course Review (POCR) Pilot Project
November 26, 2025

1. The Peer Online Course Review (POCR) Pilot Project will be conducted during the 2026-2027 Academic Year.
2. The POCR Process will be coordinated by the Instructional Designer (aka POCR Coordinator). The instructional designer will connect POCR reviewers with faculty members who submit courses for review.
3. All reviews will be conducted by POCR peer faculty reviewers who are selected by the District. POCR reviewers and instructors who submit courses maintain full control over instructional content and assessments based on the POCR rubric.
4. **POCR Peer Reviewers**.
   a. The District will select three faculty members to be trained as POCR Peer Reviewers. The selected reviewers will be compensated for the required Peer Online Course Review training.
      i. The VPAA will do an open call for interested faculty members.
      ii. Faculty members will submit a letter of interest explaining their background in teaching online courses. Selection criteria will include online teaching experience, demonstrated familiarity with online accessibility and creating accessible PDFs, and PowerPoint slides, and completion of professional development activities in online education.
      iii. In consultation with the Academic Senate President, the VPAA will select faculty members for the paid training slots.
   b. The District will also put out an open call for faculty members who have previously earned the POCR certification.
   c. All POCR reviewers will be placed on a rotation list and will be selected as courses come up for review.
   d. Each course will have 2 assigned reviewers.
   e. Each reviewer will be compensated for 5 hours to review a course.
5. **Courses**. The District will fund a maximum of 35 courses for review during the pilot.
   a. The District will prioritize courses based on student enrollment demand and availability of existing offerings. The District will attempt to ensure a fair distribution between disciplines and types of courses.

b. Faculty members who have their courses reviewed will be compensated up to for 5 hours for incorporating reviewer feedback.

c. Compensation will be provided once the course is approved.

d. Associate faculty members will be compensated one time for 5 additional hours to complete any necessary online training required by the District.

e. Contract faculty members will not be compensated for any necessary online training. Faculty members may claim FLEX credit or count it as part of their contractually required professional development.
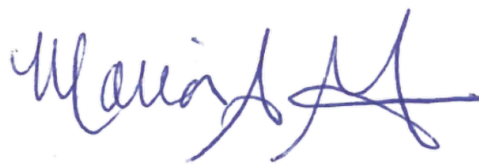
6. **Eligibility**.

a. Instructors applying to have their course reviewed must be able to teach an online, hybrid, or HyFlex course.

b. Instructors must have completed, or be willing to complete upon selection, a training course that comprehensively covers how to teach online based on the current CVC @ONE Course Design Rubric. Examples include SRJC's Online Instructor Certification, @ONE's Introduction to Course Design, Online Teaching and Design, or equivalent.

c. Instructors must be willing to prepare an entire course-length Canvas shell for review before meeting with the reviewer.

7. **Badged Courses**. Instructors who complete the POCR process will earn a "badge" for their course to be displayed on the CVC-OEI.

a. Badges are not considered a form of compensation.

b. Whether an online course has a badge will not have any bearing on the Departmental scheduling process, nor on how hourly assignments are made.

c. The lack of a badge will not prevent an instructor from bumping an instructor with a badged course. The badge will not transfer to the new instructor.

d. Online courses are the property of the instructor who develops them.

_____   _____

Anne-Marie Donegan   Dr. Angélica Garcia
President   Superintendent/President
All Faculty Association   Sonoma County Junior College District