

# LAKE TAHOE COMMUNITY COLLEGE

## Memorandum of Understanding

June 18, 2025

### Peer Online Course Review (POCR)

The Lake Tahoe Community College District (“District”) and the Lake Tahoe Community College Faculty Association (“Association”) agree to the following agreement on Peer Online Course Review (POCR). This MOU will be effective during the 2025-26 academic year and will be sunset on June 30, 2026. This MOU temporarily replaces Article section 7.5: Peer Online Course Review and Course Approval and 7.6: POCR Training Stipend with the expectation that a comprehensive POCR proposal is being developed.

#### Peer Online Course Review (POCR) and CVC-OEI Quality Badged Course Approval

LTCC is a “Certified Local POCR Campus” who conducts local review of courses and submits those endorsed courses for statewide approval to the CVC-OEI to be “Quality Badged” on the CVC Course Exchange.

“Quality Badged” courses appear at the top of the search results on the Exchange. This means more student views, more enrollments, better student results, and fewer issues. Quality reviewed courses are considered the best.

#### Participants & Process:

**POCR Faculty Reviewer:** After obtaining Local POCR Team Member Training (see details below under Stipends), Certified LTCC Local POCR Review Team members are contracted to evaluate a complete Canvas course.

The review process includes:

- 1) Conduct the course review according to Section A, B, and C standards, documenting comments, in the *CCC CVC-OEI POCR Rubric*.
- 2) Submit completed POCR Rubric (Sections A – C) document to the POCR Lead [NOTE: The POCR Lead is responsible for the oversight of the local POCR process, and the Director of Online Learning is currently serving as Lead].
- 3) Meet with the POCR Lead and Faculty Reviewee to share observations, discuss any “Incomplete” rubric-informed section elements, and provide overall recommendations for moving the course through final review to be submitted to the CVC-OEI by the POCR Lead.
- 4) This concludes the responsibility of the Faculty Reviewer.

**POCR Faculty Accessibility Reviewer:** After obtaining necessary Accessibility and Software Training, Certified LTCC Local POCR Accessibility Reviewers are contracted to evaluate the Accessibility component of the Canvas course.

The review process includes:

- 1) Conduct the course review according to Section D standards, documenting comments, in the *CCC CVC-OEI POCR Rubric*.
- 2) Submit completed POCR Rubric (Section D) document to the POCR Lead [NOTE: The POCR Lead is responsible for the oversight of the local POCR process, and the Director of Online Learning is currently serving as Lead].
- 3) Meet with the POCR Lead and Faculty Reviewee to share observations, discuss any “Incomplete” rubric-informed section elements, and provide overall recommendations for moving the course through final review to be submitted to the CVC-OEI by the POCR Lead.
- 4) This concludes the responsibility of the Faculty Accessibility Reviewer.

**POCR Faculty Reviewee:** Faculty member must have taught the class online at least once to be eligible to submit their course (fully built in Canvas) for local review.

The reviewee process includes:

- 1) Submit a self-review of their POCR Sandbox course to the POCR Lead using the CCC CVC-OEI POCR Rubric for Sections A-D.  
[NOTE: “Section D” Accessibility: Reviewee may request additional support for remediation of specific course documents, video captions, or related materials from the POCR Lead and/or Student Accessibility Services (SAS)]
- 2) Meet with the POCR Lead and Faculty Reviewers to receive observations, discuss any “Incomplete” rubric-informed section elements, and overall recommendations for moving the course through final review to be submitted to the CVC-OEI.
- 3) Work directly with the POCR Lead to complete the course review process for local endorsement and submission for statewide approval.
- 4) This concludes the responsibility of the Faculty Reviewee.

#### **Stipends:**

- 1) Peer Online Course Review: \$1,200 per course to be divided among participants as follows (POCR Faculty Reviewer (2): \$400 each; Faculty Reviewee: \$200; Accessibility Reviewer: \$200). Stipends are processed through the Instruction Office.
  - POCR Faculty Reviewer and Accessibility Reviewer are paid upon completion of course review.
  - Faculty Reviewee is paid upon class becoming “Quality Badged” by the CVC-OEI (includes Steps 1-4 provided above).

[NOTE: The POCR stipend applies only to courses not previously CVC-OEI Quality

Badged, which includes courses inherited from another faculty member in the District or from the District itself.]

- 2) Local PO CR Team Member Training/Certification (required of Faculty Reviewers): \$600 stipend will be paid for completion of the following:

CVC@ONE PO CR course and certification. [NOTE: The CVC@ONE PO CR course is available only to those faculty who will become part of LTCC's local Review Team.] Prior to completing the CVC@ONE PO CR course and conducting online course reviews in the role of a local Review Team member, faculty must also have completed training/professional development in the basics of online teaching and design, which should include: course design, interaction, assessment, and accessibility through the CVC@One training program or the equivalent.

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J Dawgert Carlin  
Interim Vice President, Academic Affairs

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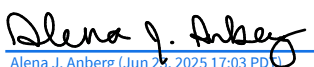
Date

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Alena Anberg  
President, Faculty Association

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Date

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# MOU-POCR-250618

Final Audit Report

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