Faculty Preparedness/ Course and Curriculum Design Committee
Online Course Peer Review Process – Effective March 2018

Online Course Peer Review Process
Process Organization
The committee recommends the development of an *Institute for Online Learning Excellence, IOLE,* team to manage the steps involved with the implementation of the online course peer review process. It is proposed this team would include those individuals who would provide management, guidance, organization, and expertise regarding the process.

Phases of the Online Course Peer Review Process
1: Preparation to Request Course Review
There are three requirements that must be met to request an online course peer review. Requirements 1 through 3 must be met by one of the criteria listed beneath it.

Requirement 1
   a. Completed Tier 1 Faculty Development Program
   b. Approval from dean if faculty member has Digital Professor Certification (during transition period only)
   c. Exception by dean if online experience is from another college

Requirement 2
   a. Completed Tier 2 Faculty Development Program
   b. Has taught online courses at Valencia (during transition period only)

Requirement 3
   a. Designed and taught course being reviewed online for 2 terms at Valencia- does not have to be consecutive. Terms are defined as full term, TWK, TWJ, H1, H2, or LSC

2: Requests Course Review
When criteria from the three requirements is met, individuals can submit intent for course review.

3: Convening the Peer Review Panel
- The *Institute for Online Learning Excellence* team would convene a 3-person panel to review the course using the ROC, and the Dean or designee to review the course using ROC section 5 (delivery criteria) only.
- The 3-person panel includes:
    o Chair – Faculty member who has completed Tier 3 and has had a course successfully reviewed (QM reviewer, Canvas Pilot)
    o Subject Matter Expert Peer Reviewer – Faculty member who has completed Tier 2 and teaches in the discipline of the course being reviewed (exception may be necessary if an online SME is not available in the discipline and/or Tier achievement)
    o Peer Reviewer – Faculty member who has completed Tier 2
- The Dean or designee will review a live course using ROC section 5 (delivery criteria)

- Each of the review panel members would:
    o Successfully complete a training course required to become a panel reviewer and a panel chair (*no PD credit*)
    o Receive a stipend to complete required training and review the course (*per the initial recommendations from the Faculty Preparedness Design work team*)
- Panel members could include part-time and full time faculty members
    o Keep in mind hours for part-time employees

4: Preparing the Peer Review Panel

Each of the peer review panel members would receive overall training which will include the following:

- Process overview and role responsibilities
- Rubric for Online Competencies (ROC) training
- Norming to the rubric
- Canvas overview training
- Writing effective feedback

Dean/designee training course for ROC section 5 (delivery criteria) review will be provided separately.

Recertification for all peer review panel members every three years if they are involved in at least one review per academic year, otherwise recertification is required. Changes to the ROC requires recertification for all reviewers.

5: Initial steps for beginning the Peer Review Process

- Faculty member accesses support as needed to ensure course being reviewed satisfies the ROC requirements.
- The faculty member completes an online application.
    o The application format is aligned with the Rubric for Online Competencies and would include an inventory checklist (based off the ROC): summary of course format, course learning outcomes, information about assessments, information about instructional materials, and identification of where interaction components could be located within the course.
    o Application is forwarded to the *Institute for Online Learning Excellence*, IOLE, to initiate the online course peer review process.
- The IOLE team receives the application worksheet, requests and organizes the panel members, and emails the faculty member.
- Email from IOLE sent to the faculty member identifying IOLE support representative name and instructions to complete process with course Sandbox.
- The Panel Chair sets up a meeting for panel and the faculty member to go over the application worksheet
- The peer review of the online course takes place over 2-3 weeks – panel members individually review
    o Panel reviews course sandbox; Dean reviews live course for section 5 (delivery criteria) only.

- o The three members of the peer review panel determine if the ROC criteria are met for design and delivery in sections 1-4 and section 5 (design criteria).
  - o The Dean or designee determines if the faculty member has met the ROC criteria for Section 5 (delivery criteria).
  - o All four panel members meet after review to recap the results and complete the process within the 2-3 weeks.
- Form sent to faculty member with comments.
- Recommended for evaluation by dean/coordinator in annual review
- Successful completion of the review process is defined as:
  - o All of the ROC criteria must be met
  - o All criteria in sections 1-4 and section 5 (design criteria), must be determined as met by 2 out of 3 panel members.
  - o Section 5 (delivery criteria) will be determined as met solely by dean or designee.
- A digital repository needs to be identified for the process of storing and sharing of the documents
- Results are shared between the panel members and faculty member.

6: Peer Review Process- Course Revision Needs

- The Panel makes recommendations for revisions based on criteria that needs to be addressed. Depending on number and complexity of revisions, the panel recommends a time frame for completion. Panel may consult with an Instructional Designer when making recommendations.
- The *Institute for Online Learning Excellence* would maintain communication with chair, dean/designee and the faculty member to ensure revisions were completed.
- Faculty member explains revisions to the panel chair.
- The panel chair re-checks the revisions of criteria not met. The dean/designee re-checks the section 5 (delivery criteria) revisions not met.

7: Peer Review Process- Successful Completion and Recognition

- The faculty member would be notified by the panel chair and the *Institute for Online Learning Excellence* of the successful completion.
- If the course is selected as a course template, the faculty member would receive an additional stipend (*per the initial recommendations from the Faculty Preparedness Design work team*)
- The *Institute for Online Learning Excellence* would send the faculty member a ROC quality design logo/graphic for that course. The faculty member could use the logo when teaching with that specific course.
- The faculty member would be acknowledged in the *Institute for Online Learning Excellence* listing of ROC faculty and courses.

8: Continuous Review Process

- Courses will go through the Course Peer Review Process every 3 years or sooner if course/program learning outcomes are updated or instructional materials are significantly changed.
- Continuous review cycle will begin following successful review of all current online courses.