

Peer Observation Course Review

In order to meet ACCJC Standard II.A.2., the college will evaluate the quality of distance education courses through a Peer Observation Course Review, a process which creates a mentoring partnership between a faculty member with discipline expertise and a faculty member with teaching knowledge and expertise in the field of DE (Standard II.A.2.a).

Recognizing the central role of faculty for establishing quality and improving instructional courses and programs (Standard II.A.2.b), the Distance Education Workgroup of the Faculty Business Committee will coordinate and schedule a review once every 6 years of courses taught by each faculty member in the mode of distance education.

Prior to a Peer Observation Course Review

Instructors:

- Instructors will be notified the semester prior to their peer observation course review.
- Instructors should develop a working knowledge of the [CVC-OEI Course Design Rubric](#) to prepare for review.
- Instructors should complete a course [self-assessment](#).

Peer reviewers:

- The Distance Education Workgroup of the Faculty Business Committee will maintain a Canvas course of resources to aid in the continuous improvement of online course quality.
- Peer reviewers will engage in regular norming and training on the use of the rubric and best practices in online course design.

During a Peer Observation Course Review

1. Peer reviewers will utilize the CVC-OEI Course Design Rubric to establish standards relating to Content Presentation (Section A), Interaction (Section B), Assessment (Section C), and Accessibility (Section D). Reviewers will meet initially with instructors under review to explain the criteria for Incomplete, Aligned, and Aligned with Exemplary Elements for each item of the OEI Course Design Rubric, Sections A-C. Section D will be reviewed separately.
2. Peer reviewers will apply the criteria of the OEI Course Design Rubric, Sections A-C, in reviewing an online course.
3. Peer reviewers will write feedback comments for each item in Sections A-C which accurately explain the level of alignment, provide examples from the course as evidence, offer specific suggestions for improvement, and communicate in a collegial and supportive tone.
4. Instructors and peer review partners will meet to discuss the written feedback, resource needs, technical support, and professional development opportunities.

After a Peer Observation Course Review

- Instructors will retain all copies of written feedback.
- The DE Workgroup and peer reviewers will meet to discuss results and make recommendations for trainings to the Professional Development Committee and the DE Department.

*Pilot will begin in Spring 2021.